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LIBRARIES IN THE UNITED STATES

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A Survey of Libraries

in the

United States

CONDUCTED BY THE

AMERICAN LIBRARY ASSOCIATION

VOLUME FOUR

Classification and Cataloging. Inventory, Insurance and Accounting. Binding and Repair. Buildings and Equipment.

CHICAGO

AMERICAN LIBRARY ASSOCIATION

1927

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FOREWORD

In this volume of the *Survey* report it has seemed better to treat both the public libraries and the college and university libraries together, instead of in separate sections as was done in the first two volumes. The reader's attention is called to the statement in the Introduction to the report, volume one, pages 13-14, explaining the general practice in regard to the form in which the names of libraries are mentioned. Where both public and college libraries are treated together, the danger of ambiguity in a shortened form is greater than where they are discussed separately; yet to give the full official name of each institution, in all of the innumerable citations, does not seem desirable. We have endeavored to mention the name in full wherever there could be any possible ambiguity in a shortened form. Wherever the name of a city is mentioned alone, the reference is to the public library of that city; wherever the name of a state is mentioned alone, the reference is to the state university of that state. The full official name of each institution cited may be found in the index.

Chapter I

CLASSIFICATION AND CATALOGING

I. CLASSIFICATION

The Dewey, or decimal, classification (the "D.C."), is used in approximately 96 per cent. of the public libraries reporting (981 among 1,019) and in approximately 89 per cent. of the college and university libraries (223 among 249). Many of the large libraries either make some modifications, or use other systems, for certain classes.

The Cutter, or expansive, system (the "E.C."), is used by twenty of the public libraries, among which are Galveston; the Forbes Library in Northampton, where it was first developed; Washington; and the Newberry Library (with a modified notation, and with changes and expansions in a number of sections); and by four colleges: Lake Forest, Milwaukee-Downer, Mount Holyoke (with modifications in many classes), and Wesleyan University.

The Library of Congress system (the "L.C."), is used in three of the public libraries which reported: Baltimore (Enoch Pratt Free Library), with certain modifications to conform with the older Pratt system formerly used; the Grosvenor Library (for books acquired since 1918); and St. Paul; and in fourteen colleges, including several which were reclassifying under it at the time of their report. Some of these, however, make many modifications or use it only in certain classes. Yale uses a scheme based on the L. C. for education, economics and politics, medicine, technology, agriculture, military and naval arts, and Scandinavian literatures; for other classes, the system devised by Addison

Van Name; for the undergraduate library a very simple system is used, with short class letters and book numbers. Princeton uses the L. C. for economics, anthropology, folk lore, fine arts, and emigration, and Dr. Richardson's scheme for other classes. At Brown, a modified Cutter was used until 1924, but for later accessions the L. C. has been used, except in the Students' Library, where the Cutter system is retained; it is not planned to reclassify the older books; such live and active books as are called for will be brought over to the L. C., but the others will remain in the old classification. The universities of California, Michigan, and Pittsburgh reported that they were changing to the L. C.

Among other special classifications reported are the following:

Brown University: Special classifications are used for Brown University material, with a special sub-scheme modifying the Cutter; for Rhode Island and Providence material and for textbooks, with Cutter class divisions; for government documents; for a collection on Latin America, arranged by countries; and for European books printed before 1700 and American books printed before 1800, which are arranged by dates of printing.

University of California: For books in Chinese, the classification of the Imperial Library of Pekin is used. Maps are classified by a scheme devised by one of the staff in 1917. For the other parts of the collection, the Library of Congress system is being substituted for the older system devised by Joseph C. Rowell, a former librarian of the university.

Detroit Public Library: A special scheme is used for Shakespeare; and a special scheme for music, based on the D. C., devised by the chiefs of the catalog and music departments. The main part of the collection is classed according to the D. C., with some modifications and many extensions.

Hamilton College: We use our own scheme for the law library, music, and the Hamilton College collection. The L. C. is used for science, and the D. C. for the remainder of the collection.

Indianapolis Public Library: For the medical collection a special classification is used; for the genealogical and music collections, a modification of the D. C.; the music scheme is similar to the Detroit classification. The D. C. is used for the remainder of the collection.

Notre Dame University: The Dante collection is partially classified under a system devised by the head of the catalog department in 1923, based largely on the classification used for the Dante collection in the University of Pennsylvania Library. For the main part of the collection the D. C. is used.

Seattle Public Library: A special scheme is used for trade directories, devised by the head of the catalog department in 1917; elsewhere, the D. C.

Simmons College: A special scheme of the United States Department of Agriculture is used for pamphlets, and special schemes are used also for English and American literatures. The Royal Society of London classification is adapted to use as a decimal subdivision of class 612 of the D. C.

Syracuse Public Library: Special schemes are used for local history, the United States in the world war, Shakespeare, and municipal affairs. The D. C. is used for the other parts of the collection.

In many other libraries, where one classification is used for the entire collection, additions or alterations are made in some classes. Some of these are designed to meet local needs by expanding certain classes in which the collection is especially strong; some are made for the purpose of bringing related classes more closely together; some are outgrowths of local

conditions, arising from the adaptation of an earlier system of classification to one of the three leading systems of the present. Thus the John Crerar Library reports that additions are occasionally made, to give a wider meaning to certain categories, in order to provide for new subjects; alterations are made in several divisions of the D. C., especially classes 547 and 629. In Cleveland, many alterations have been made which grew out of the attempt to fit an already expanded local scheme into the D. C. The major alterations are as follows: philology is given a notation based on 100-139; philosophy is given a notation based on 140-199. The 400 notation is applied, with some modifications, to the D. C. scheme for archaeology, collected biography, genealogy, geography, and travel: for example, United States—description and travel, is 473 instead of 917.3. Fiction, poetry, drama, and essays of individual authors, and individual biography to some extent, are removed from the classification scheme and arranged alphabetically: the four latter under letter; for example, B for biography, E for essays. The original scheme of classification in Cleveland was worked out with only the preliminary outline of the D. C. in hand. Consequently the order of arrangement of many of the subordinate sections and topics did not agree with the D. C. expansion. The exigencies of a central library completely organized on the division system, for which the D. C. is not well adapted, has made and will continue to make further departures from the D. C. a necessity.

In college and university libraries, many of the classifications of local origin, and many of the adaptations of standard systems, are due to the desire of individual professors to have the books in their subjects classified according to their own ideas. Some reports indicate that systems so originated have satisfactorily met local needs. Others indicate that this

is not always found to be true; for instance, some of the reports are: "We use the D. C., badly tortured by idiosyncratic professors"; "we are troubled by a great many special schemes that have been introduced here and there by zealous but individualistic professors, who thought only of their own specialties, and have led us into all kinds of trouble that the less learned library workers, with their broader view, would certainly have avoided"; "we do not find these separate schemes satisfactory, but they have been used so long that it would take a great deal of work to reclassify the books already in the library. A former professor devised the scheme we are using in one department, and now the new head of the same department does not like the scheme. We simply follow it, and hope that some day we will have time to change to the D. C., or to some scheme based on the D. C. but with further expansion."

Among the innumerable instances of adaptation and expansion of the standard schemes, the following may be cited as illustrative.

Detroit Public Library: Additions are made chiefly in certain divisions of the useful arts and the fine arts, and for the European war, with minor additions in many other classes.

Grand Rapids Public Library: For the collection of Michigan material a notation in letters is prefixed to the D. C. numbers, in order to keep together all material relating to counties and cities of the state.

University of Iowa: We have a special scheme for chemistry, which uses the D. C. class number 540; a special scheme for state histories, using 974 with state book numbers; we use a small "d" for description and travel, combined with the history numbers (except for description and travel of the states of the United States, where description and history are classed together without the "d"); a special scheme for

psychology, using the D. C. class number 150; some changes and additions in mathematics; and modifications of our literature classification to S for Shakespeare, D for Dante, and G for Goethe, with which special author tables are used.

University of North Carolina: Most changes are made to accommodate departmental libraries and seminar collections. For instance, many books which might be classed in 500 are put in 600, for the engineering library. Some books on psychology are attracted into psychology and mental tests in 370. English, German, and French literature texts earlier than 1500 are classed in 420.8, 430.8, and 440.8, in order that they may be nearer philology in seminar rooms. Class 970 has been adapted to cover periods and topics of North Carolina history.

Government documents.—Only a few of the larger libraries report on the classification of government documents. For the main document collection, exclusive of departmental publications which may be treated as individual books, most of the libraries reporting use one of three schemes: arrangement according to the superintendent of documents' classification; arrangement according to the check list; and arrangement by serial numbers. Among the libraries which follow the superintendent of documents' classification are: Chicago Public Library, the Grosvenor Library, the Newberry Library, and Ohio Wesleyan University. Classification according to the check list is reported by the public libraries of Indianapolis, Louisville, Portland, Ore., and St. Paul, but by no college libraries. Arrangement according to serial numbers is reported by Atlanta, Utica, and several of the smaller public libraries, and, among the colleges, by the University of Indiana. At the University of Texas the Congressional set is shelved by serial numbers. These are followed by the *Congressional Record* and its predecessors. All other docu-

ments are treated the same as any books, and department sets are treated as continuations. Brown University reports that two sets of government documents are kept, one arranged by serial numbers and one by the check list. At Wesleyan, also, the Congressional set is shelved by serial numbers, and department sets are arranged alphabetically under the departments issuing them. The University of Iowa reports that all documents which are cataloged are treated the same as other books or continuations.

At the University of Washington the arrangement of the superintendent of documents was formerly used, but since occupying the new building, where the documents must be handled by pages, they have been reclassified under the D. C. There is no distinction, therefore, in the scheme of classification, between government publications, either federal, state, or city, and other books and pamphlets obtained through regular trade channels.

Literature.—In practically all of the public libraries reporting, English and American fiction are arranged alphabetically in one section, without assignment of class number. The same section usually includes also English translations of foreign fiction. The principal exceptions are made for reference copies or reference collections of fiction, which sometimes, as in Cleveland, Los Angeles, Syracuse, and Worcester, are classified by nationality. Among the college and university libraries reporting, 119 class English and American fiction together, and 114 (among which are nearly all of the larger libraries) class them separately. The following reports are descriptive of various methods of treating fiction, reported by college and university libraries:

Brown University follows the L. C. classification, by nationality, except in the Students' Library, where English and American are filed in one alphabet.

The University of Chicago classifies all fiction by nationality, or by language: for example, French works of Belgian authors are classed in French literature. Translations are classed with the originals.

The University of Iowa classifies all literatures by nationality, but without distinctions of period or of form except for English and American drama; for instance, all the works of one American author, whether fiction, poetry, or essay, are classed in 818, in an alphabetical author arrangement, and his dramatic works are classed in 812, where English and American drama are grouped together.

The University of Michigan classes English and American fiction in one alphabet with poetry, essays, etc.

The University of North Carolina arranges in one alphabetical section, popular fiction and standard English and American fiction. Fiction of historical interest only, and a few sets of authors' novels, especially if finely bound, are classified in 823 and 813. Fiction in other languages is classified. Vassar classifies all literature first by nationality and then by period, arranging the authors in each period alphabetically. Fiction is not separated from poetry and other forms of literature. Translations are classed with the originals.

Among the colleges which class English and American fiction together, in one alphabetical section, are Amherst, Oberlin, and Wesleyan, and many of the smaller colleges.

Poetry, drama, and essays are classed according to nationality in 807 public libraries among the 1,010 reporting, and in 215 among the 236 college and university libraries. In Cleveland, poetry, drama, and essays of English and American authors are arranged in alphabetical sections, according to the three classes of literature; collections are classified by nationality, a collection including both English and American authors being classed with the English.

The literature of different countries is arranged by form, rather than by period, in practically all of the public libraries, and in 178 college and university libraries among 209 reporting. Among the larger libraries which arrange by periods are Brown University; the University of Minnesota, except American literature, which is still arranged in one alphabet under author, in class 81 (used for 810), but will be divided into periods; Radcliffe; Smith; Vassar; and Yale. At Simmons College, English and American literature are arranged primarily by period under a special classification scheme, and foreign literatures by form; the division is primarily into works about English literature, subdivided by period; works of English literature, subdivided by period; and the same divisions for American literature. Bryn Mawr arranges German and French literature by period and other literatures by form. Several others arrange primarily by form, with period subdivisions for some languages. Mount Holyoke arranges English, American, French, and German literatures by period, and, within each period, alphabetically by authors; other literatures are divided neither by period nor by form, but are arranged alphabetically by authors. Cornell groups all literature first by nationality; for English literature, but not for American, period groups are then made; in both groups all of an author's works are shelved together, without reference to whether they are poetry, prose, fiction, drama, etc.

Book numbers.—The extent to which book numbers are used is indicated by the following table:

	Public	College
Used for all classes	322 (31%)	173 (74%)
Used for non-fiction	466 (45%)	29 (12%)
Not used at all	240 (23%)	29 (12%)

Among the libraries which do not use book numbers at all

are Atlanta, Birmingham, Chattanooga, Knoxville, New Orleans, New York (except in the Circulation Department for languages in foreign text, such as Russian, Yiddish, etc.), Peoria, St. Louis, and San Diego, among the public libraries; and Beloit, Tufts, and the United States Naval Academy, among the colleges.

Among those which use book numbers for non-fiction only are Berkeley, Brooklyn, Cincinnati, Cleveland, Dayton, Des Moines, Detroit, Evansville, Gary, Los Angeles, Louisville, New Bedford, Northampton, Omaha, Pratt Institute Free Library, Riverside, Sacramento, St. Paul, Seattle, Somerville, Tacoma, and Washington, among the public libraries; and, among the colleges, Colorado College, Haverford, Middlebury, and the United States Military Academy.

Among those which use book numbers for all classes, both fiction and non-fiction, are thirty-four college and university libraries of more than 100,000 volumes, among thirty-five reporting, and many of the smaller libraries. Among the public libraries are Boston, Brookline, Buffalo, Denver, Grand Rapids, Hartford, Jersey City, Kansas City, Minneapolis, New Haven, Pittsburgh, Portland, Ore., Salt Lake City, San Francisco, Utica, Waterbury, Wilmington, and Worcester.

These conspicuous differences in practice are apparently the result of differences of opinion, no less striking, and even more vehemently championed, than the conflicting opinions concerning the desirability of the ribbon arrangement of books (see volume three, pages 14-19) or of offering prizes to children as an inducement to read (see volume three, pages 60-70). Birmingham, using no book numbers at all, says "we find the plan admirable." St. Louis reports: "We have never used book numbers, and no-one here wants them, or thinks that their adoption would be an improvement."

Knoxville also is "strongly opposed" to Cutter numbers. Rochester uses no book numbers in the branches, except for individual biography, and believes that this is a decided economy in collections of less than 20,000 volumes; in the new central library, opened in 1926, book numbers are used for non-fiction. Emory College, which formerly did not use book numbers, is assigning them during the process of reclassification. Toledo reports that book numbers were given up, ten or twelve years ago, but have been revived for individual biography; it is regretted that they were not revived for all classes; the librarian, the head of the circulation department, and the head of the catalog department "agree unanimously and decidedly that the omission of the book numbers hinders the work with the public, and does not save time." Wilmington, Del., reports: "Several years ago we made some tests to see whether time was actually saved by omitting book numbers. Obviously it takes less time, in preparing the books for the shelves, to omit the numbers. We kept a record to see how much time it took to assign numbers, and to place them on cards and books. We then tried to get a record of the extra time it took to file cards; to find them when books are returned; to find books on the shelves when called for (for example, there are four different authors by the name of Porter); and to return books to their proper places on the shelves. Our tests showed that it obviously slowed up all the processes in the circulation department, and the extra time used was more than the time required by the catalog department to assign and place the numbers. The tests were not very complete, we will admit, and too much emphasis should not be placed upon them."

Unclassified material.—Many libraries report that some material is left unclassified, either because of an inadequate staff or lack of money, or for some other special

reason. Unclassified material most frequently consists of pamphlets, pictures, maps, college catalogs, trade catalogs, public documents, and other material which can be readily used either with the aid of printed indexes or by a simple alphabetical-subject, self-indexing arrangement. Several libraries mention other special material which is not regularly classified: at Bryn Mawr, for instance, the collection of books written by alumnae; at the University of Michigan, ancient manuscripts; at the John Crerar Library, the collection of Orientalia; at the University of Pennsylvania, foreign dissertations; at the University of Minnesota, also, many foreign dissertations are temporarily arranged alphabetically, but important titles, that are needed in the regular work, are handled like books. Several others make similar reports of special material left unclassified, or only roughly classified.

SPECIAL PROBLEMS

The *Survey's* questionnaire included a large number of questions concerning special problems of classification. This section of the report gives a summary of the answers to those questions, in so far as it is possible to summarize them. The classifiers, undoubtedly, need not be informed that the answers were hard to summarize, for many of them evidently found the questions hard to answer. "Many questions," one library says, "admit of two answers. Books are classified according to the intent of the author, and hard and fast rules can not be made. If they could, classification and cataloging would be easy and machine-like." If they could, it might be added, the task of summarizing the replies would have been correspondingly easier and machine-like.

In the treatment of the specific problems of classification, the practice of each library often varies under different conditions. Arbitrary statements, therefore, to the effect that

certain libraries follow a certain rule or method, must be interpreted with some allowance for at least occasional variations. The following reports on the problems which were included in the questionnaire endeavor to give a reliable indication of the extent to which, in general, various methods of handling these problems are employed, and to cite enough examples to illustrate some of the more usual forms of practice and the most general modifications. Probably none of the statements concerning the practice of individual libraries can be taken as representing their invariable practice, or as completely explanatory of their practice.

Biography.—Individual biography is usually classed under the subject or field of knowledge which is illustrated by the biography, in preference to classing it alphabetically in one section, in twenty college and university libraries, among thirty-four reporting. Collective biography, likewise, is usually classed according to subject, or field of knowledge or activity, in twenty of these libraries. Among the public libraries, those which follow this practice are a minority: of sixty-two reporting, all but seven ordinarily classify all individual biography in one alphabetical section, and all but nineteen classify collective biographies together, instead of separating them in different classes according to subject. Many libraries, however, both public and college, state that their reports merely represent their practice in most cases, and that many exceptions are made.

Among the college and university libraries which usually class both individual and collective biographies according to subject whenever this is possible, are Amherst, Brown, University of Chicago, Cornell, Michigan, Minnesota, Northwestern, University of Oregon, Princeton, Texas, Vassar, and Yale. Among those which usually class them in one alphabetical section are Bryn Mawr (except in literature, art,

music, religion, education, and mathematics); Dartmouth (with numerous exceptions for special reasons); Lehigh; Oberlin (with exception of individual biographies in the fields of music, literature, and history, which are usually classed by subject); Ohio Wesleyan (except in art, music, missions, and literature); University of Virginia; and University of Washington (with exception of collective biographies which relate to specific subjects). Other reports are as follows:

University of Indiana: Biographies are classed by subject wherever this can be done. If the biographee is of no special interest the book is classed simply under biography.

University of North Carolina: The main library collection is classed in one alphabet, except that much biography in the Carolina collection is classed with subjects, and many books are put in North Carolina history. Some departmental libraries in particular fields, such as chemistry, have biographies classed with their subjects.

State College of Washington: Biographies are classed in one alphabet only when too general to class with subject, and with the further exception of rulers and statesmen and a few others. For others we use the history number, with 2 added for individual biography and 3 for collective biography: that is, a biography of an American author would classify in 810.92, with the Cutter number for his name and a letter for the author of the book. We class all scientists 509.2 and 509.3 (.2 being used for individual biographies and .3 for collective biographies).

Among the public libraries, the following report that they generally arrange all individual biographies together in one alphabetical section, but usually class collective biographies by subject: Denver, Des Moines, Detroit (excepting that individual biographies of artists and musicians are usually

classed by subject), Pittsburgh (some individual biographies are put in class 700), St. Louis, Seattle, and Toledo. The practice of other libraries, in which many exceptions are made to the general rule, is illustrated by the following reports:

Boston Public Library: Biography is classed primarily under country. Lives of persons whose activities are concerned with a single event or subject are classed with that event or subject.

Cleveland: Lives of philosophers, church fathers, and sovereigns, and biographies in the fields of fine arts and belles lettres, are classed under subjects; others are grouped in one section.

Dayton: Biographies are grouped together with the exception of lives of artists in all fields, educators, Indians, missionaries, and philosophers.

Los Angeles: Individual biographies are classed in one alphabet, with exception of biographies of writers, which are classed in 800, and of artists and musicians, which are classed in 700. Collective biographies are classed together, with exception of such books as directories or blue books in subjects which are classed in special departments, which would be more useful in those departments.

Minneapolis: Individual biography is arranged alphabetically under biography, with the exception of biographies in art and music, which are classed with their subjects. General collected biography is in a class by itself, but collective biographies of Indians, missionaries, saints, and other Christian biography, and lives of artists and musicians, are grouped by subject.

New York, Reference Department: Most individual biography is classed in one alphabet. There are some exceptions: for example, lives of kings and rulers are classed with the history of the country; lives of philosophers, with phil-

osophy; of naval heroes, with naval history; and lives of musicians, scientists, and artists, with music, science, and art. Collective biographies are classified together but are subdivided by nationality.

Subject bibliography.—The practice of a large majority of the libraries reporting (twenty-one among thirty-three college or university libraries and forty-nine among sixty public libraries) is to keep subject bibliographies together, in preference to arranging them with other works treating of the same subjects. Among those which usually follow this practice, though often with exceptions for certain classes, are Amherst; University of Chicago (with some exceptions: for example, a bibliography of an individual author is classed with the author); Dartmouth; Michigan; Minnesota; Missouri; North Carolina (with a few exceptions for departmental libraries or seminar collections); Northwestern; Oregon; Princeton; and Yale; and, among the public libraries, Boston (principally); Chicago; Cleveland; Detroit; Grand Rapids; Los Angeles (except in subjects which belong to special departments or the library, in which they are classed the same as other books on those subjects); Minneapolis (except bibliographies of subjects in classes 500 and 600, which are classed in 016 and subdivided by subject); Pittsburgh; St. Louis; and Washington.

Among the minority which report that bibliographies are usually arranged with their subjects are Brown University (except when the Library of Congress classification classes them simply as bibliography); Bryn Mawr; University of California; Cornell; University of Pennsylvania (adding "B" to the class number); Vassar (generally); and the University of Washington. Among the public libraries, Bridgeport and Somerville report that they shelve most of their bibliographies with their subjects, adding "z" to the call num-

ber. The Newberry Library usually shelves with their subjects, at the beginning of the section. In New York, Reference Department, "subject bibliography is usually shelved by subject, frequently with a separate classmark of its own, at the beginning of the subject; on the open shelves in the main reading room there is a small collection of subject bibliographies grouped together, and not scattered by subject."

History of buildings.—The classification of histories of individual buildings is in most libraries governed by no definite rules, but depends on the nature of each building and the point of view from which the book is written. Books of this nature are generally classed under architecture in ten college libraries (Bryn Mawr, Catholic University of America, Cornell, Hamilton, University of Iowa, Notre Dame, Princeton, Vassar, Washington University, and Wesleyan); and nineteen public libraries, among which are Brooklyn; Grand Rapids; the Grosvenor Library; New York, Circulation Department; Pittsburgh, and St. Paul. Three college libraries (the Universities of Colorado, Vermont, and Washington) and eight public libraries, among which are Boston, Northampton, and Washington, usually class them in description. The other libraries reporting, including nineteen colleges and thirty-three public libraries, state that they have no general rule. The most usual custom of treating each book according to the nature of its subject matter, whether primarily of architectural, historical, or descriptive interest, and often according to whether the building itself is most interesting architecturally or historically, is illustrated by the following reports:

Brookline: In history and description, except buildings like the Parthenon, of purely artistic interest. Buffalo:

With history if concerned with historical persons or events, such as some of the histories of Westminster Abbey, but with architecture if solely a history of the building. Chicago: In history if the book treats of the events connected with the building, but with architecture if treated from the architectural point of view. The Newberry Library: It depends on the building: for example, Westminster Abbey would be under architecture, Fort Dearborn under history, and *Old houses of Connecticut* under history. Detroit: We have no definite rule, but incline toward architecture, especially for cathedrals. Los Angeles: If the building is treated as a work of architecture, or if its architecture is described to any great extent, it is classed in architecture; if the history of a locality is told through the history of the building, the book would be classed in history. Minneapolis: It depends entirely on the treatment. Books on Westminster Abbey are classed either in history, in description, or in architecture; if the treatment is confined to history, with few architectural details and slight present-day description, we would class in history. New York, Reference Department: Books on local history and local description are classed together; the history of a single building is put in local history unless its main interest is architectural.

Indianapolis reports that if the architectural side is emphasized, the book would be classed in architecture and placed in the art room; if more historical, it would be classed in history; if descriptive, in description and travel. Seattle reports that books ordered by the circulation or reference department are classed in history, and books ordered by the art department in architecture. These reports make a distinction which is more frequently made in college and university libraries, where the classification often depends not only on the nature of the building and the viewpoint of the

book, but also on the department for which the book is purchased. Thus Brown University reports that decision is made according to the demands of the different professors; Colgate, that it might depend on which department of the college purchased the book; University of Michigan, that it depends on what department buys the book and upon the treatment of the subject: for example, a history of the Bastile, purchased on the history fund, is classed in French history. In Oberlin, if the book is primarily for the art museum library, the history of a single building is classed in architecture; if the book is of a more or less popular nature and is for the general library, it is classed in description. The University of Pennsylvania reports that the classification depends upon the character of the book and, if a departmental order, upon the department which orders it. Yale reports that historical buildings are classed in history, government buildings in political science, and some guide books have been classed in geography.

Local medieval church history.—Books treating of medieval church history are classed in local church history by eighteen college libraries, among forty-nine reporting; and under the Catholic church by six college libraries and seventeen public libraries. Several others state that they have no definite rule. Among those which usually class under local church history are Brown University, University of Chicago, University of Michigan, University of Missouri, University of North Carolina, Northwestern University, and Washington University; and the public libraries of Boston, Brooklyn, Chicago, Cleveland, Detroit, Grand Rapids, and St. Paul. The University of Minnesota and Princeton University class under local general history.

Among those which usually class under the Catholic church are Cornell, the University of Washington, and Wellesley;

the Los Angeles Public Library, and New York Public Library, Reference Department.

Minneapolis Public Library classes general church history of the medieval period with the period division; medieval church history of England, with the religious history of England; if the emphasis is doctrinal and denominational, with the history of the church in England. The Newberry Library classes under medieval history, subdivided under countries. The Enoch Pratt Free Library sometimes classes under the Roman Catholic church, sometimes under medieval church history, if the Byzantine church is included, and sometimes under local history, if the book treats of one town or district.

Diplomatic history of the papacy.—Books treating of the diplomatic history of the papacy are classed under church history of the country covered, in fifteen college libraries among twenty-four reporting and in twenty-eight public libraries among forty-four reporting; under history in nine college libraries and six public libraries. Among those which usually class under church history or the history of the papacy, are Brown University, the University of Chicago ("diplomatic relations of a country with the papacy"), University of Michigan, University of Missouri, Vassar, Washington University, and Wellesley; and among the public libraries, Boston, Brooklyn ("unless the purpose of the book seems to point to history"), Chicago Public Library, the Newberry Library, St. Louis, and Washington.

Among those which usually class under history are Bryn Mawr, the universities of California, Minnesota, North Carolina, and Oregon, and the public libraries of Cleveland, Detroit (preferably), and Los Angeles. Minneapolis classes books treating of the papacy as an institution, under ecclesiastical polity; if a contribution to church history, with church

history of the country; if the treatment is political rather than ecclesiastical, with the political history of the country.

Facsimiles of manuscripts.—Various methods of classifying manuscripts are illustrated by the following reports: University of Michigan: It depends upon the type of manuscript. Facsimiles of a block book or early manuscripts are classed under manuscripts; the famous Stevens facsimiles are classed with American history. New York, Reference Department: Facsimiles of manuscripts are sometimes sent to the manuscript room and are sometimes classified by subjects. Facsimiles of illuminated manuscripts are usually placed under the classmark for illumination. Yale: Facsimiles of illuminated manuscripts are classed in art; facsimiles of ordinary manuscripts, with the appropriate subjects.

Among the college and university libraries which report that manuscripts are usually classed by subject are Bryn Mawr, California, Chicago, Colorado, Dartmouth, Indiana, Minnesota, Missouri, Oberlin, Pennsylvania, Vassar, University of Washington, and Washington University. Among the public libraries are Boston, Brooklyn, Cleveland, the Grosvenor Library, the Newberry Library, Pittsburgh, and St. Louis.

Among the minority which report that classification is usually under manuscripts are Brown University, Cornell, University of Iowa, Northwestern University, Detroit Public Library (preferably, but practice has not been uniform), Minneapolis Public Library, and St. Paul Public Library.

Periodicals.—Most of the small public libraries reporting, and several of the larger, state that all bound periodicals are grouped together, alphabetically, in one general class, either under the general class number for periodicals or without any class number. Among the larger libraries which re-

port this method are Atlanta (using the general symbol PR); Chicago; Indianapolis (shelf listed, but not classified, and arranged in one alphabet by titles); Kansas City (all reference copies of bound periodicals are shelved alphabetically in a special reference section of the stack, unclassified, and stamped "Bound Periodical"); Northampton; Pratt Institute Free Library; Somerville; and Toledo (with a few exceptions).

Several others report that the periodicals are not classified, and are shelved alphabetically by titles, but that some are shelved in special departments instead of with the more general magazines. Thus, in Detroit, some periodicals are assigned to special departments, and are given a class number which indicates the department, but the shelving in each department is alphabetical; in Omaha, technical magazines are kept in a separate room, from lack of space, and art magazines are shelved in the art department, but no class numbers are assigned; in Seattle, technological and educational magazines are kept in separate sections, but none are classified. In Bridgeport periodicals are divided into two classes, technical (TP) and general (RP). Each group is arranged alphabetically, and shelved, respectively, near the technology room and the reference room.

In other public libraries, and in most of the college and university libraries, most or all of the periodicals are classified, but with many variations in method of classification and in shelving. The following reports are illustrative of the methods reported by the large public libraries:

Brookline: We have classified many periodicals by subject, but have found it impracticable to shelve them with the books on each subject, and have placed the classified sets in order by themselves.

Buffalo: Periodicals are classified by subject, but are

shelved alphabetically in the reference room in two series, by height: 30 cm. and below in one series, and those above 30 cm. in another. The class numbers are used only for statistics.

Los Angeles: We classify broadly the periodicals on subjects included in special departments. Others are kept in one alphabetical file. All are in one shelf list, arranged alphabetically.

Minneapolis: All periodicals not indexed in any of the magazine indexes, and treating of specific subjects, are put with the subject. Periodicals that are indexed are arranged alphabetically, unclassed. Classified periodicals are included in the regular shelf list; those that are unclassified are listed in a separate periodical list.

New York, Reference Department: General periodicals are classified in one section by language. Special periodicals are classed by subject, but usually with a special classmark, near the beginning of the section. In the science and technology division all the periodicals are shelved in one alphabet, regardless of the classification.

New Bedford: Scientific, genealogical, art, and historical periodicals are classified by subject; others, that are indexed, are grouped together in one section.

Newberry Library: General periodicals are in Class A of the Cutter classification. Periodicals on special subjects are classed under their subjects. All periodicals indexed in the various guides are shelved as near as possible to the general reading room.

San Francisco: Periodicals are classified by subject, but are shelved together, alphabetically, within reach of both the periodical room and the reference room. An alphabetical list on 8″ x 10″ cards is kept in the catalog department, supplementing the original first entries in the shelf

list, for easier use in making additions and for quick consultation.

Among others which report that periodicals are classified by subjects, but are shelved together, are Berkeley, Boston, Louisville, Queens Borough, N. Y., Portland, Ore., St. Louis, Salt Lake City, and Washington.

Similar variations appear in the reports from college and university libraries, but with a greater tendency toward classification. Amherst, Brown, and Oberlin report that periodicals indexed in Poole, *Reader's Guide,* or other indexes, are classed together, and others are classified by subjects. At the University of Colorado all are classified, but the last five years of periodicals indexed in *Reader's Guide* are shelved alphabetically. Classification of all, by subject, is reported by Bryn Mawr (with a typed alphabetical list at the loan desk and the reference room), California, Chicago, Cornell, Michigan, Texas, Vassar, University of Washington, and Yale. Northwestern reports that they are generally classified by subject and shelved together; Princeton, that they are classified, but as many are kept in the reference room as space permits. Among other reports are the following:

Colgate: Classification is by subject, using 050 for general periodicals. Some are shelved in the reading room, which contains a reference collection.

University of Colorado: Periodicals are classed by subject, but we shelve alphabetically the last five years of periodicals that are indexed in the *Reader's Guide.*

Hamilton College: Periodicals and society publications not indexed in Poole or other guides, and periodicals of geographical, historical, philological, and scientific value, are classed by subject.

University of Indiana: We classify our periodicals by

subject, and shelve with that subject, usually at the beginning of the section. The general periodicals are shelved within easy reach of the reference room.

University of Missouri: Periodicals are classified by subjects unless too general, when they are classed in 050 for American and English, 053 for German, etc.

University of North Carolina: Periodicals are classified by subject, but are shelved together in the periodical room near the circulation desk. An exception to this rule is made for the seminars and departmental libraries, where certain classes are placed.

University of Pennsylvania: Special periodicals are classed by subject, but general periodicals as American, English, German, etc. If starting afresh we would classify all general periodicals together.

Washington University: We have some classed by subject but shelved near the general periodicals, and some shelved near the books on their subjects. Many journals are arranged alphabetically by titles, regardless of subjects. The location of these is indicated on the shelf list cards. This has been done because of variation in the demand for certain titles, and lack of room in the regular book stacks.

Periodicals with changed titles.—Periodicals of which the titles have been changed are shelved under the latest title by eighteen college and university libraries, among thirty-three reporting, and by nineteen public libraries among forty-seven reporting; under the earliest title by six college and university libraries and twelve public libraries; under the title that has been in use the longest time by four college and university libraries and six public libraries. Several others continue to shelve under the title which the magazine bore when they first added it to the collection.

Among the colleges reporting that they usually shelve

under the latest title are Amherst, Brown, California, Chicago, Dartmouth, Indiana, Lehigh, Michigan, Missouri, Northwestern, Oregon, Princeton, Washington University, University of Washington, and Yale. Among the public libraries are Boston; Dayton (periodicals are bound with the current titles on the back and are so arranged; changes are cared for by dummies); Indianapolis; New Haven; Omaha; Salt Lake City; Somerville; and Washington ("in a few instances we shelve under the title that has been longest in use").

Among the colleges which usually shelve under the earliest title are Cornell, Hamilton, University of Iowa, Notre Dame, and Oberlin. Among the public libraries are Brooklyn (except when the earlier title is added after the latest title has been cataloged; in this case the process is reversed), Louisville, the Newberry Library, Pittsburgh, and Worcester.

The college and university libraries which report that the title that has been longest in use is usually followed are Bryn Mawr, Colorado, North Carolina, and Wellesley; among the public libraries are Detroit, New York, Circulation Department, Peoria, and Waterbury.

Among the college and university libraries which report that they usually continue to shelve under the title with which they began are Colgate University ("if doing a complete set we would use the latest title, unless it was well known under an earlier title and the latest ran only for a short period"); University of Pennsylvania; Vassar; and the University of Vermont ("if it is a periodical of long standing we leave it under the early title; if the volume numbers are continuous for the new periodical we shelve it with the old"). Among the public libraries following the same practice are the Grosvenor Library; Portland, Ore.

("under the title first cataloged if the volume numbers are continuous; if the new title begins as volume one, we catalog under the new title"); and Pratt Institute Free Library.

Other reports are as follows:

Atlanta: Both titles are used, with references on the catalog cards.

Buffalo: We arrange in accordance with the titles as indexed in Poole, *Reader's Guide,* etc., as that is the way they are called for. Dummies are used to direct to earlier and later titles. A duplicate shelf list, with references, is kept in the reference room. The Boston Book Company's check list, bound, interleaved, and checked, is kept up to date by adding new titles, references, etc.

Cleveland: We are not always consistent if there seems to be a good reason for doing otherwise, but our general rule is to arrange under the earliest title possessed by the library at the time of cataloging. In some cases we use the best known title, for example, "Princeton Review."

Minneapolis: Each issue stands under its own name. Under the best known name a list is given in the catalog, with notes of other entries. An entry is made for each change of name, with a list of the volumes under that name and a reference to the complete entry.

Only nine college and university libraries, among twenty-seven reporting, state that the call number of a periodical is changed when the title changes. These are Amherst (when the number of volumes is few); Brown (usually); University of California; Dartmouth; University of Iowa (if the first word of the title is unchanged the periodical is usually left under the same call number); Michigan; Northwestern (unless it entails too much work); Princeton (usually); and Wesleyan University. Several others report that the call number is changed in some cases, especially

if the volume numbers are continuous. Among these are Bryn Mawr (if few changes are involved); University of Chicago (we do not change the call number on long sets); University of Missouri (number is not changed if many volumes have been cataloged); and University of Texas (number is not changed if volume numbers are continuous).

Of forty-eight public libraries reporting, nineteen do not use call numbers for periodicals. Fourteen report that numbers are usually changed. Among these are Dayton (no book numbers are given to the general reference collection of periodicals; numbers are changed for art periodicals or for any of the few titles that are kept in the circulating collection); Denver; Evansville; the Grosvenor Library and the John Crerar Library, usually; New Haven (not changed on technical periodicals); New York, Circulation Department; Pittsburgh (if we have only a few volumes); Salt Lake City; San Diego; and Washington. Among several others where the number is sometimes changed are Boston (only if the periodical has combined with another publication); Louisville; Seattle; Syracuse; and Worcester.

Among the college and university libraries, practice is rather evenly divided in the shelving of a periodical which replaces another. Nineteen report that the continuation is shelved next to its predecessor, and fourteen that it is shelved as a new periodical. Among fifty-six public libraries reporting, only eighteen shelve the continuation following the predecessor, and thirty-eight treat it as a new publication.

Among the college libraries which shelve the continuation immediately following the earlier publication are California (unless the volume numbering is new); Chicago (if the scope of the periodical is the same); Cornell; Minnesota; North Carolina (if the classification is not changed); Northwestern (if the volume numbering is continuous); and

the University of Washington. Among the public libraries are Boston; Brooklyn; the Grosvenor Library (if the volume numbering is continuous); Indianapolis; Louisville; Utica; and Worcester.

Among those which usually shelve as new periodicals are Amherst, Brown, Bryn Mawr, Dartmouth, Michigan, Missouri, Pennsylvania, and Wesleyan University. Princeton reports that this method is usually followed, but that if the titles are nearly the same the new title is shelved next to its predecessor. Among the public libraries are Atlanta, Chicago, Cleveland, Denver, Grand Rapids, John Crerar Library, Kansas City, Los Angeles, Minneapolis, New York, Pittsburgh, St. Louis, Seattle, and Washington.

Topics treated "with reference to" another.—The following are the most specific reports received in answer to the question "How do you class books treating of a topic 'with reference to' a place or a body or an individual: under the general or under the particular topic?"

Cleveland: We can not locate enough cases to make sure that we follow either principle exclusively; probably not. "Elizabethan demonology in Shakespeare" classes with Shakespeare in the general collection, but with demonology in the White folk lore collection. "Kipling's Sussex" classes under local description. "Loyalists in Pennsylvania" classes with Loyalists, and not with local history. Practical usefulness would dictate the decision.

Indianapolis: We usually class under the general topic, but with some exceptions. Books on the agriculture of a particular country are put under description and travel of that country.

University of Michigan: It depends entirely upon the department which purchases the book, but in general we class under the particular topic.

Yale: A book treating of a topic "with reference to" an individual is frequently classed with the individual; that is, the individual attracts, and the subject catalog takes care of the topic. Books treating of topics "with reference to" a place, are classed under the particular rather than the general topic.

Many of the libraries do not answer this question at all; many answer in very general terms, which seem to indicate that they have no settled practice; and several state that they do not understand the meaning of the question. Among the college and university libraries which report that they ordinarily class such books under the particular topic are: Brown, California, Chicago, Cornell, Minnesota, North Carolina, Northwestern, Pennsylvania, Texas, University of Washington, Washington University, State College of Washington, and Wesleyan; and, among the public libraries, Boston, Detroit, Minneapolis, the Newberry Library, New York (Reference Department), Pittsburgh, Portland, Ore., Seattle, Syracuse, Utica, and Washington, D. C.

Among those which usually class with the general topic are Bryn Mawr, University of Iowa, University of Oregon, Princeton, and Wellesley; and, among the public libraries, Atlanta, Bridgeport, Brooklyn, New York (Circulation Department), Queens Borough, N. Y., St. Paul, and Toledo.

Economic, legal, and political documents.—Among thirty-five college and university libraries reporting on the classification of economic, legal, and political documents of former periods in the history of a country, sixteen state that they are usually classed in history; ten, in economics, law, or politics; and nine, that there is no settled practice. Of the public libraries reporting, twenty-five ordinarily class under history, twenty-three under economics, law, or politics, and eight have no definite rule.

Among those which usually classify under history are Amherst, Brown, Bryn Mawr, University of California, University of Chicago (under history, or source material), Cornell, Hamilton, University of Minnesota, Northwestern, Oberlin, Princeton, University of Washington; and, among the public libraries, Chicago, Cincinnati, Minneapolis, Omaha, St. Louis, Utica, and Worcester.

Among those which report that such documents are usually classed in economics, law, or politics are the University of Colorado, Lehigh, University of Missouri, University of North Carolina (except the English calendar of state papers, which was classed in history and occupies a special place in the stacks), University of Oregon, University of Texas, and Yale; and, among the public libraries, Boston, Brooklyn (unless the viewpoint is decidedly historical), Detroit, the Newberry Library, St. Paul, Seattle, and Washington.

Among other reports are the following:

Buffalo Public Library: Legal and political documents, except criminal documents, are usually classed as historical. Economic documents are classed under economics by place. We use 330.4 to 330.9 as geographic divisions for economic history and conditions.

Cleveland Public Library: Collections of documents (for example, calendars of state papers), are generally placed in history, but individual documents may be classed according to the subject: for example, the Domesday book in economics, journals of legislative bodies in politics, and texts of ancient laws in law.

Colgate University: Documents of the United States are placed under economics, law, or politics; documents of other countries under history.

University of Indiana: Political documents are classed

under history, economic documents under economics, and legal documents under law.

Los Angeles Public Library: A collection of documents compiled with the purpose of illustrating a particular event or period in the history of a country is classed with history. Such material issued currently, is classed by subject under economics, law, or politics, even though it may later become historical material through the passage of time.

University of Michigan: The so-called serial documents are kept as such, and are classed as documents. Separate documents are classed by subject.

University of Pennsylvania: Such documents are usually classed in history, but the determining factor would probably be the department which will make most frequent use of the material. Also, a strong section would tend to draw related books, to make it still stronger.

Chronicles in verse.—A majority of the libraries reporting, both public and college, state that metrical translations of chronicles, or chronicles in verse, are usually classed in literature. Among those which usually class in history are the following: Boston Public Library, University of California, University of Chicago (unless the edition is of special importance from the literary standpoint), Cleveland Public Library, Princeton University, and the University of Washington. Brown University reports that it depends on the professor wanting it, and Vassar that it depends on the probable use of the book in the library. At Yale many such documents are classed in series, but in literature if the text is important linguistically. New York, Reference Department, reports that, in general, metrical translations of chronicles go in history, and chronicles in verse go in literature.

Books treating of one literature's influence on an-

other.—A majority of the libraries reporting state that books treating of the influence of one literature upon another are usually classed under the literature affected. The University of California makes a cross reference to the literature which is the source of influence; Colgate classes under the source if the influence is exerted on two or more literatures, but otherwise under the literature affected. New York, Reference Department, classes under the literature affected "if it is a case of the influence of one literature on another; if it is a case of the influence of as narrow a part of the literature as the Norse sagas, it might, perhaps, be classed under Norse sagas, rather than under English literature."

Several universities report that classification would depend largely on the department which ordered the book, or the department in which it would be most useful. One university likens such books to a thorn in the flesh. The University of Vermont says that books treating of the effect of another literature on English literature are always placed with English literature, but that in other cases the relative importance of the language determines the location.

Influence of one writer upon a literature.—Among thirty-one college and university libraries, fifteen report that works treating of the influence of a writer upon a literature are classed with the writer; nine classify with the literature affected; and seven report that there is no settled practice. Among fifty-five public libraries, twenty-seven class with the writer, twenty-four with the literature, and four in various ways.

Among the college and university libraries which class with the writer are the University of California, University of Chicago, Colgate (with some departmental exceptions), Hamilton, Indiana, Minnesota, Oregon, Princeton,

and Yale; and, among the public libraries, Chicago, Cleveland, Los Angeles, New York, and Washington.

Among those which generally class with the literature are Bryn Mawr, University of Colorado, University of Missouri, Vassar, Washington University, and the University of Washington, and the public libraries of Boston, Brooklyn, Louisville, Portland, Ore., St. Louis, St. Paul, Seattle, and Wilmington, Del.

Several of the college or university libraries report that classification depends largely upon the department for which the book is bought. Kansas City Public Library says that it would depend in each case on how the author had handled the subject and where chief emphasis was placed. Minneapolis says that it depends on the treatment, but that they probably would incline toward classing with literature of the individual author. Detroit likewise says that it depends somewhat upon the writer and the treatment, but that classification with literature is preferred.

Books treating of one writer's influence on another.—Nearly all of the libraries reporting state that books treating of the influence of one writer on another are ordinarily classed under the writer influenced. Several of the college libraries have no definite practice, but report that each case depends upon the individual book and the department in which it will be most useful. Several of the public libraries also have no definite rule. New York, Reference Department, reports that such books are usually classed under the person influenced, but that each book is judged on its merits, and the classifier is influenced by the special collections of the library.

Books written expressly for one class.—Books written expressly for persons of one class are usually classified by subject in twenty of the college libraries and in forty of

the public libraries reporting; according to the point of interest in ten college libraries and sixteen public libraries. Five colleges and six public libraries report that there is no definite practice. Among the college and university libraries which usually class by subject are Amherst, Bryn Mawr, California, Chicago, Dartmouth, Minnesota, Northwestern, Oberlin, and Princeton; among the public libraries are Boston ("although if the contents are of real value to the point of interest, we follow that in some classes"), Brooklyn, Chicago, Cincinnati, Dayton (as a general policy, to which mathematics has been made an exception), Pittsburgh, and Wilmington, Del. Other reports are as follows: Cleveland Public Library: Such books are usually classed by subject except when there is an alternative place in the classification: for example, heraldry for designers is classified in fine arts, where we have a number for the art design side of heraldry. Detroit usually classes under the subject unless to do so would not bring the book into the department where it is wanted; a textbook of mathematics for engineers would be classed in 510; but 607.8 would be used for a book on English for engineers. Los Angeles says that classification is usually by subject, but that they have occasionally had books the use of which would be confined so closely to a certain interest that they have classed them with that interest. New York, Reference Department, reports that in most cases the book is classed with the subject, but with the point of interest if the book will be distinctly more useful there; bookkeeping for department stores is classed with bookkeeping; mathematics for electricians, with electricity.

Books treating more than one subject.—When two persons or subjects are mentioned on the title page of a book, nineteen college and university libraries, among thirty-two reporting, and thirty-two public libraries, among sixty-

two reporting, classify the book according to the relative importance of the persons or subjects mentioned. Eight college or university libraries, and twenty-two public libraries, usually classify under the first person or subject mentioned on the title page. Five college libraries and eight public libraries report less definite practice.

Among the college and university libraries which usually class according to relative importance are Bryn Mawr ("and by the relative emphasis with which they are treated"), California, Colorado, Dartmouth, Hamilton, Indiana, Michigan ("generally by relative importance, but the department purchasing has an influence"), Minnesota, Missouri, Oregon, Pennsylvania, Princeton, Texas, and Yale. Among the public libraries are Atlanta, Boston, Chicago, Cleveland ("by the relative importance given by the author to the persons or subjects"), Des Moines, Indianapolis, the John Crerar Library, Northampton, St. Louis, Seattle, Toledo, Washington, and Worcester.

Among those reporting that classification is usually under the first person or subject mentioned on the title page are Brown University ("when other things are equal"); University of Iowa ("unless the material about the first mentioned subject is negligible"); Northwestern; Oberlin; and University of Washington ("unless the importance of the other greatly predominates"). Among the public libraries are Brooklyn (with cross reference), Cincinnati, Denver, Grand Rapids, the Grosvenor Library, Kansas City ("unless the second is of local importance"), Louisville, the Newberry Library, Pittsburgh, Portland, Ore., Utica, and Wilmington, Del.

The University of Chicago reports that classification is according to the main subject of the book. Detroit classes "first, by the treatment; second, by the relative importance

of the subjects; and third, by the subject first named." Minneapolis classes "by relative importance and by weight of emphasis in the book; two subjects separately or equally treated might be placed in a general class." New York Public Library, Reference Department, reports: "A book is never classified with the first of the two subjects merely because it is the first. It is classed with the more important subject or with the subject dealt with to the greater extent. Often a book dealing with two subjects is classed with neither, but with a more general subject. A description of the agriculture and manufactures of a country is put in economic history." San Francisco Public Library says: "In some cases we take into consideration the fact that there is little material in one of the classes, and put it there to fill out the class. Our usual method is to try to ascertain the viewpoint of the author, and class the book under the subject which he has stressed."

Duels.—Reports on the classification of books treating of individual duels are made by only fifteen college and university libraries, and by fifteen public libraries. Four colleges (University of California, University of Chicago, Hamilton, and Oberlin), and six public libraries (Boston, Jersey City, Newton, Mass., Queens Borough, N. Y., Seattle, and Washington) classify under the name of the person challenged. Two colleges (Catholic University of America and University of Colorado) and five public libraries (Atlanta, Brooklyn, the Grosvenor Library, New Orleans, and Worcester) arrange under the name of the person challenging. The Newberry Library says that the classification depends on the historical importance of the persons involved. Des Moines Public Library, Notre Dame University, University of Pennsylvania, Princeton, University of Texas, and Vassar also arrange under the more promi-

nent of the two persons. In the Carolina collection of the University of North Carolina such books are classed under the first person mentioned on the title page. This plan is followed also at the University of Virginia.

Works of philosophers.—Among sixty-one public libraries reporting, forty state that single works of philosophers are classed by topic; sixteen class them together; and six report less definitely. Among the college and university libraries practice is somewhat more evenly divided. Fourteen report that such books are usually classed by topic; twelve that they are classed together; and five report less definitely.

Among the college and university libraries which usually class by topic are Brown, Bryn Mawr (preferably), Chicago, Cornell, Dartmouth, Hamilton, Missouri, North Carolina, Pennsylvania, and the University of Washington. Among the public libraries are Atlanta, Boston, Chicago, Cincinnati, Detroit (if on a definite topic), Grand Rapids, Minneapolis (if on a definite subject), Pittsburgh, St. Louis, St. Paul, and San Diego (except for classic philosophers).

Among the college and university libraries which usually class together, are Iowa, Michigan, Minnesota, Northwestern, Oberlin, Oregon, Princeton, Vassar, Washington University, Wellesley, and Wesleyan. Among the public libraries are Brookline (usually under the proper country subdivision of philosophy); Buffalo (when not clearly on some definite topic provided for in the classification); the Grosvenor Library; the Newberry Library; Pratt Institute Free Library; Somerville; and Utica.

Other reports are as follows:

Amherst: Single works of well known philosophers are classed with their collected works; works of philosophers not known as systematic philosophers are classed by topic.

University of California: Such books are classed together if a special number is provided for the author in the classification; otherwise by topic.

University of Indiana: All philosophic works of philosophers are kept together under the country class divisions, subdivided by periods, and further subdivided by individual philosophers. The history of philosophy is kept in its special place regardless of the author.

University of Texas: Practice is not uniform. Classification depends on the man, and also on his other works in the library, but we try to keep each author's works together.

Yale: All works of philosophers before 1850 are arranged by author, and not by topic.

Cleveland Public Library: We do both, with a tendency to keep together the work of the systematic philosophers. It is not always possible to distinguish clearly between philosophers and writers on philosophy. We frequently let expediency decide the question. If a book by a writer on philosophy is a systematic treatment of the general subject, we class it in 191-199, where we have a scheme of individual philosopher numbers (not D. C., but alphabetical under nationality).

New York Public Library, Reference Department: The more important philosophers have separate classmarks. There is also a general classmark for individual philosophers and their works. Collected editions of the writings of philosophers usually go here, but if a single book classifies naturally under a definite subject in philosophy, such as pragmatism, it is classed there.

Few libraries report any distinction between philosophers and writers on philosophy. Oberlin College reports that a philosopher's single works are classed together, but that

works of writers on philosophy are usually classed by topic. The same report is made by Portland, Ore. Los Angeles Public Library reports that they would consider both Kant and James as philosophers so far as their single works explain their own philosophical theories; if, however, a philosopher writes a general work on a recognized philosophical system, the work would be classed under the system; a commentary or criticism on an individual philosopher would be classed with his works; in this case the Cutter number is that of the subject of the work, followed by the initial of the author.

Philosophic ideas in literature.—Works treating of philosophic ideas or systems as they are treated in literature (for example, philosophy of the Meistersingers), are classed as literature in all but a very few of the libraries reporting. Several public libraries, including Evansville, Memphis, New York, Circulation Department, and the Newberry Library, report that such books are usually classed in philosophy. Oberlin College classes in philosophy of literature, or, if specific, with the subject concerned in its place in literature. University of Chicago classes under the literature in question: that is, philosophy of the Meistersingers is put under Meistersingers, in German literature. University of North Carolina reports that such books are usually classed with literature, but that the practice might be varied for a book ordered for the philosophy department, written from the philosophical point of view.

Literary associations.—Books treating of the literary associations of a city are classed in local history or description by thirty-eight public libraries, among fifty-eight reporting; under the literature covered by twelve; and practice is varied in eight. Among the college and university libraries, practice is apparently more evenly divided: four-

teen usually classify under local history, and sixteen, under the literature covered.

Among the libraries which usually class as local history or description are Brown, Bryn Mawr, California, Colgate, Colorado, Hamilton, Missouri, Princeton, and Vassar; and, among the public libraries, Atlanta, Boston, Brooklyn, Buffalo, Chicago, Cleveland, Dayton, Detroit, New Haven, Portland, Ore., St. Louis, Seattle, Toledo, Utica, and Wilmington, Del.

Among those which usually class under the literature covered are Amherst, Chicago, Cornell, Dartmouth, Indiana, Iowa, Michigan, Minnesota, Northwestern, Oregon, Texas, University of Washington, and Yale; and, among the public libraries, Louisville, New Bedford, Sacramento, St. Paul, Salt Lake City, San Francisco, Syracuse, Tacoma, and Washington.

The University of North Carolina reports that books of travel, describing literary rambles, for instance, are classed in local history; books of real value to the student of literature are classed under the literature. New York, Reference Department, reports that literary societies of a city usually classify under literature; books covering the literary associations of a city, and dealing with literary landmarks, usually classify with local history. Several libraries report that the classification depends upon the chief emphasis of the book, whether historical or literary.

Works on the structure of edible plants.—Books treating of the structure of edible plants are separated from the books on their cultivation, in twenty-four college and university libraries among thirty-one reporting, and in forty-eight public libraries among fifty-five reporting. Among libraries which report that this distinction is not made are Catholic University of America, University of Colorado,

University of Missouri, and the public libraries of Dayton; New York, Reference Department; Salt Lake City; and Worcester. Brown University, Bryn Mawr, Colgate, and Princeton report that such books are classed in botany so far as possible. Buffalo Public Library says that if purely structural they are put with botany, but if they treat also of cultivation they are put in horticulture, with the exception that everything relating to trees is kept together under horticulture, because of Arbor Day needs. Kansas City Public Library makes this same distinction between books treating solely of structure and books covering both structure and cultivation.

Classification in special sections.—Sixteen college or university libraries report that they have special collections made up of publications of alumni: (Brown, Bryn Mawr, Cornell, Dartmouth, Hamilton, Lehigh, Notre Dame, Ohio Wesleyan, Princeton, Texas, Vassar, Vermont, Virginia, Wellesley, Wesleyan, and Yale). Several universities report also that books written by faculty members are included in these collections. Among these are Colgate, Michigan, Minnesota (collection contains all faculty publications, student theses, and all university publications), Oberlin, and Washington University. The University of California, University of Missouri, and Northwestern, report that books written by faculty members only are kept in a special collection.

With exception of these collections, few libraries report that they have any special collections composed of writings of people belonging to particular groups. The University of Texas and the University of Virginia are the only libraries which report that books written by Negroes are classed together. Several report that books written by residents of the city or state are kept together. Oberlin Col-

lege keeps together all books published in America up to 1820, and in another collection all books published elsewhere through 1750. Books with text in Chinese or Japanese are also kept together. Princeton reports a collection of books printed in New Jersey before 1850.

Collections and books published in series.—Among the college and university libraries thirteen report that books published in series are classed and shelved together only if they have consecutive volume numbers. Many of these qualify their statements. For example, Brown says they are usually kept together, but sometimes are scattered; Bryn Mawr, that they have been kept together in the past, but more recently the tendency has been to separate; University of Colorado, that they are kept together unless more useful if classified by subjects; University of Missouri, that series are usually kept together, with the exception of publications of a society; Princeton, that if an entire series deals with one topic it is kept together; State College of Washington, that they are kept together in most cases, though a few are classed separately. Others which make similar reports of varied practice are Colgate, University of Minnesota, Oberlin, University of Oregon, Vassar, Wesleyan, and Yale.

Only nine public libraries report that under certain circumstances collections or series are kept together. Berkeley says that most such publications are kept together; Boston, that they are kept together if on one subject, but that the volumes of a series not confined to a distinct subject are usually scattered; Syracuse, that they are usually separated, except series in United States history; Cleveland, that they usually separate the volumes of a series when the subjects included are so distinct that they would classify in different divisions, for example, in history and in science, but if the bulk of the monographs come within the classification of one

division they prefer to keep them together; New York, Reference Department, reports that they are usually kept together if numbered, but if not numbered are usually separated unless they deal with a single subject. Several others report that the usual practice is to separate, but that some exceptions are made. Detroit Public Library says that if the series consists of monographs valuable as contributions to a specific subject they are classed separately, whether numbered in one series or not; if their value is slight, and especially if they are in pamphlet form, and if they are on a common subject or on closely related subjects, they are kept together.

Sermons.—Practice is rather evenly divided in the classification of volumes of sermons. Ten college and university libraries (including Chicago, Colorado, Hamilton, Minnesota, Missouri, Northwestern, Oregon, Vermont, University of Washington, and Wellesley) and twenty-four public libraries (among which are Boston, Buffalo, Chicago, Cleveland, Indianapolis, Louisville, Omaha, St. Louis, and Washington) usually class by topic.

Thirteen college or university libraries (including Amherst, Bryn Mawr, California, Cornell, North Carolina, and Pennsylvania) and twenty-nine public libraries (among which are Brooklyn, Grand Rapids, St. Paul, Seattle, Wilmington, Del., and Worcester) usually class under the individual authors.

Brown University reports that they sometimes classify present-day sermons by topic, but older sermons usually under the author. University of Iowa classifies the sermons of well known modern preachers under the author, but old political sermons under subjects. Princeton occasionally classes by topic if the sermons are of special historical interest; otherwise, usually under the author, unless he has

a special number in the classification under literature or philosophy. New York Public Library, Reference Department, reports that if a sermon can be easily classified by subject, this is done, but otherwise it is classed under sermons. Several others classify by subject if all the sermons included are on any one distinct topic.

Works on habits or anatomy of animals.—Among the college and university libraries reporting, practice is rather evenly divided in regard to the classification of books treating of the habits or anatomy of a single animal. Twelve classify with other books on the habits or anatomy of animals in general, and twelve classify with other books treating of the particular animal concerned. In the first group are Amherst, Catholic University of America, Dartmouth, Minnesota, Missouri, Northwestern, Notre Dame, Oberlin, Oregon, Texas, Vermont, and Yale. In the second group are Bryn Mawr, California, Colorado, Hamilton, Michigan, Ohio, Pennsylvania, Vassar, Washington University, University of Washington, State College of Washington, and Wesleyan.

Among the public libraries only fifteen classify with other books on habits or anatomy of animals. These are Brooklyn, Evansville, Indianapolis, New Bedford, New Orleans, Northampton, Oakland, Omaha, Portland, Ore., Riverside, Rochester, Seattle, Toledo, Utica, and Wilmington, Del. Thirty-eight report that they usually class with other works treating of the animal. Among these are Boston, Chicago, the Grosvenor Library, Cincinnati, Denver, Grand Rapids, Kansas City, Los Angeles, New York, Pittsburgh, and Washington.

The University of Chicago reports that works on the habits of a single animal are classed with other works on the habits of animals; works on the anatomy of an animal are

classed with other books on that particular animal, but works on the anatomy of special organs are classed under the organ, in comparative anatomy. Princeton classifies with habits or anatomy of animals if the book is of use for the general study of anatomy; with other books treating of that animal if of less general value. Cleveland Public Library says that some biological studies in which a particular species is used for investigation of a process are classed with the subject of the investigation and not with the particular species or animal used.

Religious works.—With very few exceptions all of the libraries reporting classify religious works by topic rather than according to the doctrinal affiliations of the author. Cornell University, the Grosvenor Library, and the public libraries of Louisville, Salt Lake City, and San Diego, usually class according to doctrinal affiliation; Brown University classifies recent works by topic, but the works of older writers by doctrinal affiliation. University of Pennsylvania makes a similar distinction between works of important and well known writers and writers of less importance. Minneapolis classifies by topic, but subdivides certain subjects in the catalog according to the doctrinal affiliations of the authors.

Wars.—A war between two countries is usually classed under the name of the country invaded, in twenty college and university libraries among twenty-nine reporting, and in forty-six public libraries among sixty reporting. Reports of different practice are as follows:

Dartmouth: With the more important country. If the countries are of equal importance, the point of view of the book affects the decision.

University of Michigan: Decision depends on the department purchasing the book, the treatment of the subject by

the author, the author's viewpoint, and the importance of the war to the country or countries concerned.

Washington University: We classify according to the viewpoint of the author. Sometimes books on a war between two European countries are placed in 940 under the proper chronological class.

New York, Reference Department: Practice varies. Up to the time of the European war, all wars in which America was engaged were classified under American history.

Many others report that there is no established practice, but that the classification of each book is determined by the contents of the book, the importance of the countries concerned, or other conditions.

Books treating of a war between a mother country and a colony, are classed under the colony in twenty-three college and university libraries among twenty-seven reporting, and in fifty-two public libraries among fifty-five reporting. No general practice is stated by the others.

American writers of foreign origin.—With very few exceptions all of the libraries reporting class American writers of foreign origin as American, although some make various modifications of this practice in certain cases. The University of Michigan says that if they write in English they are classed in American literature, but if writing in their native language they are classed in that literature. The universities of Minnesota, Missouri, North Carolina, Washington University, and several others, report the same distinction. Cincinnati Public Library classes them as American writers if they are citizens of the United States and are living in this country. Cleveland uses an expansion under American literature: 810.983 to 810.989, divided according to the language; for example, German authors in the United States are put in 810.983. Denver classifies as American

writers if they are American citizens and write in English; Jersey City, if naturalized; Kansas City, if they have made a genuine contribution to American literature; New York, Reference Department, if they write in English and have become definitely identified with American life. The Grosvenor Library classes according to the nationality of the author; the Newberry Library under the subject treated, regardless of the language in which the books are written or the nationality of the author.

Authors using more than one language.—In classifying the collected works of an author who has written in more than one language, all but seven among thirty-three college and university libraries, and all but eleven among fifty public libraries, classify the books according to the nationality of the author. Minneapolis Public Library reports that authors who have written in two languages other than English are classified with the more familiar language: for example, if an author has written in both Latin and French, French would be preferred.

All of the other libraries reporting which do not classify by the nationality of the author class the books according to the language most used. Among these are Bryn Mawr, Hamilton, University of Minnesota, University of North Carolina, University of Washington, Wellesley, and Yale, and the public libraries of Brooklyn, Detroit (with some exceptions), Hartford, New Orleans, Pittsburgh, St. Louis (except in case of a modern writing in Latin, which is classed by nationality), and Washington.

Local bibliographies and local printing.—Of the thirty college and university libraries reporting, twelve make no distinction between bibliographies relating to a locality and lists of books printed in that locality (for example, a list of books relating to Iowa, a list of books by Iowa authors,

and a bibliography, arranged by authors, of the early press of Iowa). These are Brown, Bryn Mawr, Cornell, Lehigh, Michigan, Minnesota, Missouri, Ohio Wesleyan, Pennsylvania, Texas, Wellesley, and Yale. University of California classes one group in history and the other in bibliography. University of Chicago reports that a list of books relating to one locality, and lists of books by authors of one locality, are put in national bibliography; books on the early press of the locality are classed under the history of printing. University of Indiana keeps together, alphabeted by states, lists of state publications; lists about the states come in the proper state divisions. Others which report that some distinction is made, without specifying in detail, are Dartmouth, Hamilton, Northwestern, Oberlin, University of Oregon, Princeton, and University of Washington.

Among forty-eight public libraries reporting, twenty-eight make a distinction, and twenty do not. Boston reports that subdivisions are made under bibliography. In Brooklyn, bibliographies of books relating to a locality are put in 016, and lists of works printed in the locality in 012, unless they are works by Iowa authors, for example, relating to Iowa, in which case they are put in 016.977. In Cleveland a list of books relating to Iowa is put in 016.9777; a list of books by Iowa authors and books relating to the early press of Iowa are put in 015.9777. New York, Reference Department, reports that a bibliography of books relating to a locality is classed under the history of that locality; a list of works printed in the locality is classed in general bibliography. Others which report some distinction, the most frequent of which is the use of 016 for books relating to a locality and 015 for books printed in the locality, include Des Moines, Indianapolis, Kansas City, Pittsburgh, Riverside, Calif., St. Paul, Seattle, and Toledo.

History of printing and national bibliography.—Twelve college and university libraries report that they distinguish between histories of printing and national bibliographies, when the work is limited to states, countries, cities, or other localities. These are: Catholic University of America, University of Colorado, Hamilton, Lehigh, Michigan, Minnesota, Missouri, Oberlin, Oregon, Princeton, Vassar, and University of Washington. Others report as follows:

University of California: Books about printing in a locality are classified in bibliography.

University of Chicago: We class under the local history of printing, without regard to arrangement.

University of Indiana: Under printing there is a subdivision, Local, divided alphabetically by names of places, which includes works on the product of the presses of particular places.

Northwestern University: We distinguish between history of printing and national bibliography, but do not subdivide the former according to locality.

Among others which report that no distinction is made are Amherst, Brown, Bryn Mawr, Cornell, and Wesleyan.

Among the few specific reports from public libraries are the following:

Cleveland: Lists of books, however arranged, are classed in local bibliography. Under Local Printing we put histories of printing, printers, and presses.

Indianapolis: Histories of printing are classed in 655, and national bibliography in 015. Lists of books arranged by presses or by names of printers, and lists arranged by authors, are put in 015.

Minneapolis: Our distinction is between books about printers and printing, and lists of books. Books discussing

local printing, but not listing the books, are put under Local Printing.

New York, Reference Department: A bibliography of books relating to a locality is classed under the history of that locality. Lists of works printed in any locality are classed in general bibliography. Lists arranged by presses or by names of printers are classed under the history of printing, and lists arranged by author or by subject, in local bibliography.

II. ACCESSION RECORDS

In practically all of the libraries reporting, accession records are kept in some form, but with many different degrees of fullness, for practically all of the books in the general collections. In most libraries pamphlets of ephemeral value, pictures, music, maps, trade catalogs, directories, and other special material, are usually not accessioned. Government documents, bound newspapers, and periodicals are also unaccessioned in many libraries, and, in a few libraries, occasional books of only temporary value. Books added to the duplicate pay collection, in public libraries, are frequently not accessioned until they are transferred to the regular collection.

In Minneapolis Public Library, only books which are purchased from a special fund, and not the books purchased from city funds, are accessioned. In New York, Reference Department, all bound volumes added to the library are accessioned, but unbound material is not, because its condition is regarded as temporary. Omaha does not accession gifts, but writes "Gift" in the books, in place of the accession number; Indianapolis, in an intensive campaign for gifts (see volume one, pages 78-79) neither recorded nor cataloged gifts which were thought not worth replacing when

worn out, but in place of an accession number, for identification purposes, wrote Ga-1, 2, 3, etc., for adult books, and Gj, followed by consecutive numbers, for juvenile books. In Toledo, little children's books, for children of kindergarten age or of the first three school grades, have copy numbers assigned but are not accessioned; in Washington, some material which is not particularly valuable is not accessioned, but bound newspapers, bound magazines, many government documents, and all books in the duplicate pay collection, are accessioned; in Wilmington, Del., no fiction or juvenile books are accessioned. Pittsburgh has no accession number, and no accession record; in each book the agency to which it is assigned, and the copy number, are stamped on the front or recto of the page following the title page. The University of California has no accession record in the sense of a record of accessions arranged by number. The order card receives the accession number when the book does, but is then alphabeted into the "filled order" file.

Among both college libraries and public libraries the accession book is used in the small libraries, for the accession record, much more generally than in the larger. The following tables show the number in each class which report that an accession book is used.

Public Libraries

Class A (more than 100,000 volumes)	30 among 63 (47%)
Class B (50,000-100,000 volumes)	47 among 61 (77%)
Class C (20,000-50,000 volumes)	135 among 161 (83%)
Class D (less than 20,000 volumes)	696 among 754 (92%)

College Libraries

Class A	25 among 36 (69%)
Class B	33 among 40 (82%)
Class C	58 among 66 (87%)
Class D	96 among 108 (88%)

In most of the small libraries, and in many of the larger, the accession records are kept in greatly simplified form, recording little more than the author, title, and price of each book, and perhaps the date, publisher, and source. Others are more elaborate, and include many bibliographical details, and perhaps facts pertaining to the later history of the book. At the University of Minnesota, for instance, the accession book shows the author, title, publisher, date, binding, source, cost of book, and cost of binding. At Northwestern University the items recorded are the date received, the author, title, publication date, publisher, source, and price. At the University of Michigan (using the order card, instead of an accession book) the following items are recorded: author, title, edition, volume, number of volumes, price, place, publisher, date, number of copies ordered, binding, signature of person ordering, order number, date of searching, source, cost, date of leaving the acquisition department, and the fund upon which the book is bought. In many of the college and university libraries the fund from which books are bought, or the department to which they are assigned, is among the items recorded.

In public libraries, the variations in the amount of information given are illustrated by the following reports: Des Moines gives source, date, author, title, price, binding, and general class number, that is, 3 for 300, etc. Grand Rapids gives location (whether at branch or central), accession number, volume number, edition, author, title, publisher, date of publication or copyright date, number of pages, size, kind of binding, source, list price, cost price, and "remarks." Rochester gives author's name in subject fullness, title, source, price, and order number. Syracuse gives author, title, publisher, source, and cost.

In several libraries the accession book is used only for cer-

tain classes or for books bought from certain funds, and for other books a record is kept in some other form. Thus in Wilmington, Del., the accession book is used for all books except fiction and juveniles; for these, only the copy number is recorded on the back of the shelf list card, and the date of bill, source, and price, are entered in the book itself. In St. Louis no accession records are kept for fiction or juveniles or for books in branch collections. In Omaha an accession book is used for books purchased from dealers from whom the library seldom buys, and the bills are used for the accession records of books supplied by the library's regular dealers. In Cleveland an accession book is used, in simplified form, giving author, brief title, and order number or source. Special accession records are kept for sheet music and for small juvenile books, recording only the numbers. The main library and the branches accession their own adult ephemeral material.

Various departures from the usual forms of accession record are reported as follows:

New Haven uses a modified accession book, a roll-book ruled vertically by the library to meet its own needs. One horizontal line is used for each lot of books, whether it contains one book or several hundred. The source, number of volumes, whether gift or purchase, distribution among departments and branches, the number of fiction and non-fiction, and the number of replacements or added copies, are recorded for each entry.

Dartmouth College keeps a ledger, with a sheet for each department or fund. Columns are provided for the accession number and the bill number. The accession number is stamped in the ledger, and, with the date and the name of the ledger sheet, on the back of the title page of the book. For bound volumes of serials the accession number is

stamped, with the binding record, on the back of the serial check list sheet. The accession number is entered also on the main author catalog card and on the shelf list card.

The University of Indiana uses a loose leaf accession book, typing the records and binding the sheets for every ten thousand items.

The chief substitutes for the accession book are the shelf list card and the bill. Of seventy-three public libraries, of more than 20,000 volumes, which do not use an accession book, forty-one use the shelf list card; thirteen, the order card; three, the order sheets; and thirteen, the bills. Two use a special accession card, and one reports "the shelf list card, the order card, or the bills."

Of twenty-six college and university libraries of more than 20,000 volumes, fourteen use the order card; nine, the shelf list card; one, the main entry catalog card; and two use special accession cards.

Among the libraries which use the shelf list cards are the following: Brookline, giving the publisher, date, cost, source, and date of purchase; Cincinnati, where a symbol takes the place of the accession number on the shelf list card, which includes in small space the date of purchase, the source, and the price; Detroit, which gives the copy number, the date of accession, and the price, and, for all except adult fiction, the publisher and the date; Minneapolis, for all books which are accessioned, giving publisher, date of publication and of accession, agent, price, and copy letter; Amherst College, which records on the back of the shelf list card the source, date of bill, price, and fund from which the book is purchased; the University of Missouri, recording only the source and the price; and the University of Washington, recording the date of invoice, source, fund from which purchased, price, and accession number.

The order card is used in Berkeley, Pratt Institute Free Library, St. Paul, San Francisco, and Washington, among the public libraries; and at Hamilton College, University of Michigan, University of Texas, Washington University, and Yale.

None of the college or university libraries report that the bills are used. This method is reported by the public libraries of Boston, Chicago, New York, Seattle (since 1926), and Toledo. In Boston the bills are entered every day in alphabetical order, in a so-called bill book. Each bill receives a symbol, consisting of a letter and the date, which is entered in every book charged on the bill. The number of volumes on the bill is recorded on tabulated sheets, and the number of volumes is cumulated monthly. For gifts, a brief description is made in a card file, and the number of volumes and other details are recorded on tabulated sheets. In New York, Reference Department, the bills for all purchased books are bound up yearly, arranged alphabetically by dealers and chronologically by date. The name of the dealer and the date of the bill are entered in each purchased book. Books given to the library have written in them the name of the donor and the date of the gift, and the same information is placed on the official catalog card. Every bound volume added to the library receives an accession number, which is written or printed on the official catalog card. Serials and sets have the accession numbers on the back of the official catalog card. A record is kept of the first and last accession numbers assigned each day, and also of the accession numbers which are cancelled. Accession books were used until 1921, but were then replaced by the method described above. By means of these records, the bills, the official catalog cards, the accession numbers, and the daily accession record, all questions formerly an-

swered by the accession book can be answered without difficulty. In Seattle books are accessioned in blocks. All the books on a bill are accessioned at one time, each book receiving a number. A note book is kept, in which are entered the date of accession, the numbers used, the agent, and the date of the bill. The list price of each book is added to the shelf list, and the publisher is given on the catalog card. In Toledo a scrap book, 12″ x 18″, is used, into which the bills are pasted in accession number order. The book used is 6 inches thick, and has 500 pages; the last filled volume contains the records of 50,000 books. "The record saves much time in writing, especially with quantity orders, and seems to meet every need of the accession record."

In Los Angeles an accession book is not used for most purchases. Order records are written in quadruplicate and numbered, and the originals are bound for the accession record. Each item is numbered, beginning at 1 on each page: thus 2010-5 signifies the fifth item on order number 2010. The information recorded includes number of copies, author, title, publisher, and estimated list price. When the book is received, the correct price and the discount are noted, except for small purchases, which are entered in a regular accession book. Gifts are entered only on the shelf list.

In Bridgeport a number is given to each order, and the order number is placed on the bill and on the verso of the title page of each book. This order number, which is a decimal number in appearance, brings the order sheets together chronologically. Each number signifies the year and the month of the order, and the number of the order in that month: for example, 2411.16, in which 24 signifies the year 1924, 11 signifies the month November, and the decimal signifies the 16th order of the month. Order sheets are

filed by these numbers in sequence, for example, 2411.16, 2411.17, 2412.1, etc. The date of receipt is stamped against each item on the order sheet, and is thus a key to the bills.

Some of the smaller libraries report that they consider it easier and more accurate, with untrained assistants, to use the accession book than to use bills, shelf list cards, or other substitutes. Several of the larger libraries report that substitutes for the accession book have been tried, but were not considered satisfactory. Des Moines, for example, tried using duplicate order slips, but found that they were often lost, difficult to consult, and not easily checked for reports. Worcester gave up the accession book at one time and used the shelf list card, on which was indicated the price of each book. A record of the number of books accessioned each day was kept on sheets of paper. It was found harder to keep the records accurately, and the use of the accession book was "reluctantly" resumed. Princeton University kept the accession records on cards for two years, but found the files bulky, and awkward to use, and the records were not considered as safe as when kept in book form. The use of the accession book was therefore resumed, and the cards for these two years were photostated, combining as many items as possible on a single sheet, and these sheets were bound in book form. At the State College of Washington order slips were used some years ago, but some slips were misplaced and lost, and the accession book was resumed. At the University of Iowa, where the accession number, date, source, and cost, are recorded on the shelf list card, the system is considered fairly satisfactory, although "when we add all these items on a continuation card, as we sometimes do, it clutters up the card and causes waste of time in consultation of the shelf list."

At Indianapolis the accession records were for a time

kept on the bills, but in this form were considered too brief to be of great value. Only the accession number, the author, and the title were given, and the latter was often abbreviated and inaccurate. Publisher, date, list price, and other details were lacking. It was then (in 1920) decided to drop all accession records, to save the time spent in recording information which is seldom used and is otherwise obtainable. An "identification number" has since been used in lieu of other accession records. This number is stamped in every book, pamphlet, map, etc., that is cataloged, and a record is kept of the numbers used, so that additions to the book stock can be computed. Since book numbers are not used, the identification number is necessary for the circulation records, but from this number alone the author, title, and other information can not be traced as they can be from the ordinary accession number and accession records.

III. CATALOGING

Although practically all of the libraries reporting are completely cataloged, so far as the main parts of their collections are concerned, many report that they have some material which is not cataloged at all or is not fully cataloged. Most of this material consists of "vertical file" collections of pamphlets, clippings, trade catalogs, or other material of ephemeral value, and usually of such a nature that a self-indexing system of filing removes the need for a catalog. Much special material is cataloged in some simplified form, either in the general catalog or in a separate file, instead of in accordance with the rules governing the cataloging of books. Government documents are in many libraries not cataloged, with exception of individual documents which are separated from the series to which they belong, and are classified and shelved with other books on the same sub-

jects. Bound newspapers and periodicals are also reported uncataloged by many libraries.

Many of the larger libraries, especially among the colleges and universities, reported that certain parts of their book collections were not cataloged. In some cases this merely meant that the cataloging was then in arrears, or that there is always a certain amount of material awaiting cataloging as soon as an opportunity can be found. In others, certain gift collections, or special collections which are little used, have not yet been cataloged. Many of these reports do not state of what the uncataloged material consists, but presumably all of it consists either of material which will be cataloged as soon as possible, or of material which is so little used that the need of cataloging is not urgent.

The card catalog, of course, is in almost universal use. In several of the larger libraries, however, a part of the collection is still cataloged only in a printed book catalog. Thus, in Cleveland, the card catalog includes the accessions from 1888 to date, and an older book catalog is being gradually superseded by the card catalog as the older material is being recataloged. A few of the very small libraries have only a book or pamphlet catalog, which is occasionally revised. In several of these libraries cards are now used to supplement the last edition of a printed catalog.

With few exceptions all of the libraries reporting, both public and college, use the dictionary arrangement. The Grosvenor Library and the Newberry Library have two catalogs, one by author and one by subject. At Brookline the music subject catalog and the foreign author list have a classed arrangement, separate from the main catalog. In Minneapolis the Bible and Shakespeare have special arrangements, and the large history divisions have a chronological arrangement, but otherwise the dictionary arrangement is

followed. In the Reference Department at New York the catalogs are in dictionary arrangement, but occasionally a number of allied subjects are grouped under a broader subject. Several smaller universities and colleges report either classed or alphabetic-subject arrangement.

The public catalog of the John Crerar Library consists of three portions, which are described as follows:

1. An alphabetical arrangement of the names of authors, translators, editors, titles, etc.

2. A classed catalog, arranged by the decimal classification. The extent of the subdivisions of the printed scheme used by the library is determined by the council for each subject. In this portion of the catalog the entries usually contained under the name of a country are brought together, under the class number of the country, with a subordinate numbering in these figures according to the decimal classification. This brings related subjects together, instead of scattering them as is done by the usual alphabetical arrangement. For instance, general works on the natural history of any particular country are in immediate connection with the more specific works on its geology, paleontology, botany, and zoology.

3. An alphabetical subject index. This is not only a key to the classification, containing all the subject headings of the decimal classification likely to be consulted by the readers, and a considerable number of additional headings found desirable; but contains also titles on such subjects as it is thought are best treated under a heading, rather than in the classed arrangement. The rule is to place in this index titles of all books which bring together material classified in different parts of the classification (for example, books on horses), and also titles of all books which deal with so specific a subject that it is included with other material in the division of the classed catalog (for example, books on perch-

erons). In this way it is believed that the three sections as a whole combine all the excellencies of the classed and dictionary catalogs, and avoid the defects of each.

Official catalogs.—An official catalog, in addition to the public catalog, is reported by thirty-eight public libraries and seven college or university libraries of more than 100,000 volumes; by twelve public libraries and four college or university libraries of from 50,000 to 100,000 volumes; and by two public libraries and two college or university libraries of from 20,000 to 50,000 volumes. In the official catalog a classed arrangement is more frequently used than in the public catalogs, in preference to the dictionary arrangement.

Among the college and university libraries an official catalog in classed arrangement is reported by the University of California and the University of Oklahoma; in dictionary arrangement by the universities of Chicago, Indiana, Michigan, and Montana, and Hanover College; and a catalog which includes main entry cards only by the University of Arizona, University of Colorado, Duke University, Princeton (for books cataloged or recataloged since January, 1921), Radcliffe, and Washington University (for all books cataloged since 1915).

Among the public libraries, those which report official catalogs in dictionary form include Atlanta (available for public use in the reference room), Boston, Brooklyn, Denver, Evansville, Grand Rapids, Omaha, Pittsburgh, St. Paul, Tacoma, and Washington. In New York, Circulation Department, the official catalog is accessible to the public. The Reference Department has an official author catalog, divided into three files, books, serials, and documents, each file in alphabetical arrangement.

"The official catalog of the John Crerar Library is pe-

culiar, in that it is not merely an alphabetical list of the orders given, whether filled or not, but contains titles which may interest the library though not at the time in its possession or ordered. They are graded very roughly, as: to be obtained if possible; to be obtained at lower rates; to be obtained cheaply; to be accepted as gifts; and, for a few books which are known to be worthless or to have misleading titles, not to be obtained at all. This catalog also contains a duplicate of the outstanding order slip which is kept in the catalog until replaced by the official order slip and the printed card cataloging the book. Therefore, as a rule, it is necessary to consult only this catalog to know whether a book has been obtained, has been ordered, or is to be obtained."

Among libraries which have an official author catalog, or author and title catalog, only, are Cleveland (includes titles of all books in the library, but does not indicate whether they are at the main library or at branches); Detroit (does not include any fiction, except when name is new or when subjects or references are traced); Indianapolis (name and series entries); Minneapolis (does not include fiction, but does include name form and series entries); Portland, Ore.; St. Louis; and Seattle, for books added since 1914. Kansas City has a partial official catalog, with main entry cards only, covering all the non-fiction in branches, its purpose being to expedite branch cataloging.

Only five of the university libraries report that the official catalog is a union catalog, showing the location of books in branches and departments. These are the universities of California, Chicago, Michigan, and Montana, and Princeton University. The University of Chicago catalog includes order cards. Among the public libraries a majority, including Atlanta, Brooklyn, Dayton, Detroit, New York, Circulation Department, St. Louis, St. Paul, and Seattle, report

that the official catalog is a union catalog. A majority of the official catalogs include branch fiction and juveniles. In Indianapolis all titles in the system are included in the official catalog, but for fiction and juveniles the location of books in branches is not indicated, unless they are at branches only, and not at central. Shelf lists are consulted to determine what branches have certain fiction or juvenile titles. In Minneapolis, classed books at branches, both juvenile and adult, are included, but fiction, both adult and juvenile, is in the shelf list, near at hand, and is therefore omitted except for cards giving the name forms of authors.

Depository catalogs.—A Library of Congress depository catalog is reported by eight public libraries (Brooklyn, Buffalo, Cleveland, the John Crerar Library, New York, Pittsburgh, St. Louis, and Seattle) and thirteen college or university libraries (Brown, California, Chicago, Cornell, Iowa, Michigan, Minnesota, Northwestern, Oklahoma, Pennsylvania, Princeton, Texas, and Yale). The Newberry Library cuts up the printed proof sheets of the Library of Congress, and mounts and files them; Los Angeles Public Library, Dartmouth, Wesleyan, and the University of Missouri, also file them, unmounted.

In Cleveland Public Library and at Princeton, the official catalog of the library and the L. C. depository catalog are combined. In these three libraries, and eight others, the L. C. depository catalog includes also cards issued by other libraries. So far as the reports are complete, practice on this point is as follows:

Brown University: Includes cards from the other libraries in Providence and from Harvard.

University of Chicago: Includes cards issued by Harvard, John Crerar, University of Illinois, University of Michigan, and the Newberry Library.

Cleveland: Includes Harvard, John Crerar, and University of Chicago.

John Crerar: Includes cards issued by Harvard, the Prussian State Library, the Royal Library, The Hague, and the universities of California, Chicago, Illinois, and Michigan.

University of Iowa: Includes Harvard, John Crerar, University of Chicago, and University of Michigan cards.

University of Minnesota: Includes Harvard, University of Chicago, University of Michigan, and John Crerar.

Princeton: Includes Harvard, John Crerar, University of Chicago (both printed and multigraphed), and Berlin (prior to 1924).

St. Louis Public Library: Includes cards of Harvard, John Crerar, University of Chicago, University of Illinois, and University of Michigan, and selected entries from certain bulletins and from the British Museum's list of additions.

The following are among the very few reports that are made concerning the purposes for which the depository catalogs are most useful, and their value.

Buffalo: Used for bibliographical information in identifying authors and learning the authors of anonymous works, and in ordering Library of Congress cards. The catalog is fully cross-referenced from titles of anonymous works, and from authors' names as given on the title pages, to the L. C. forms of entry. It is our first resort for all bibliographical information, and is invaluable.

Cleveland: It is most useful in ordering L. C. cards, and for obtaining information as to names, subjects, and classification. It is used continually by the order department, and also by other departments and divisions, and by the general public, for bibliographical information. The cost is warranted many times over. After installing cases and guide cards the cost of upkeep is not more than $480 a year.

Los Angeles: The titles clipped from the L. C. proof sheets are filed by themselves, and are used in ordering L. C. cards by number, in determining on the correct main entry, and for suggestions of subject headings, which are usually followed even when we type or multigraph our own cards. Although used primarily by the catalog department and the order department, they are occasionally used by attendants from other departments and by the public. We believe the cost of upkeep of this file is warranted by the service rendered.

New York, Reference Department: The cost of upkeep of the depository catalog is more than warranted by the help given to readers and by the service rendered in the ordering of L. C. cards, in general bibliographical information, and in enabling the catalogers to determine the correct author entries.

St. Louis: Most useful as a cataloging and book purchasing tool and for inter-library loans.

University of Chicago: The catalog is useful in cataloging and reference work and in ordering cards; also for general reference and locating books for inter-library loans.

Northwestern University: The cost is justified by the service rendered as an aid in cataloging, in inter-library loans, and in supplying faculty and students with general bibliographical information.

University of Pennsylvania: It is a treasure house of bibliographical information which is used by all departments of the library, by the faculty, and by graduate students.

Departmental catalogs.—A large number of libraries report that they have separate departmental catalogs, but in many of the public libraries these are apparently catalogs of the children's department or of the branch libraries, rather than departmental catalogs in the strict sense of the term.

The following reports describe the practice in some of the large libraries where departmental catalogs are provided to a considerable extent.

Cleveland has fifteen departmental catalogs which include only entries for material belonging to the department or the division, except that subject entries are filed in the central library division catalogs to which they chiefly pertain. Generally this is the division where the book classifies and belongs, but second or analytic subject entries may file in another division. For example, Borneo—description and travel, and Natural history—Borneo, may be subjects of the same book. The former entry would file in the history and travel division, and the latter in the science and technology division. Entries are not duplicated for filing in two or more divisions, with one exception: author, title, and subject entries for books in the White Collection of Folk Lore and Orientalia are duplicated for the division catalog where they would have filed if the book had belonged to the general book collection, instead of this special collection.

Detroit, in addition to the branch catalogs, has separate catalogs for the collections at the Institute of Arts, the technology department, the departments of art, music, and drama, the parents' and teachers' collection, and twenty-nine separate foreign language catalogs. The Burton historical collection and the medical science department also have their own catalogs, which are made by those agencies. The department catalogs contain, chiefly, entries for books belonging to the department, but subject cards are sometimes made, on subjects closely related to the department's field, for books which are classed elsewhere.

In Grand Rapids each department and special collection that is separately housed has a duplicate catalog for that section, which is generally used by the public: for instance, the

reference collection and the medical collection, on the second floor; the Michigan historical collection, the children's room, and the general adult circulation department, on the first floor. For special investigations a limited number of the public use the official catalog in the catalog department.

At the Grosvenor Library nearly thirty special card catalogs are provided to supplement the general catalog for the collections in chemistry, music, drama, genealogy, medicine, the Buffalo collection, and others. With a few exceptions, each department's catalog contains cards for its own books only; the genealogy catalog has some cards for United States history, and there are some exceptions in music and chemistry.

New York, Reference Department, has fifteen departmental catalogs for the reserve collection, art, prints, genealogy and local history, American history, music, maps, Slavonic, Jewish, and Oriental divisions, economics, science and technology, current periodicals, newspapers, and manuscripts. Books located in the main book stack or in a special division are represented by cards in other special divisions if of interest to those divisions. There is a large amount of overlapping of this kind.

Among other public libraries reporting departmental catalogs are Boston, with twelve; Los Angeles, with eleven; Minneapolis, with five; Indianapolis, the Newberry Library, and Pratt Institute Free Library, each with three; and several others, with from one to two or three, for special departments such as art, industrial, music, etc.

Among the college and university libraries the University of Missouri has five full catalogs in departmental libraries, and five author catalogs which are merely copies of the shelf list of the general library. At the University of North Carolina, six departmental libraries outside of the main

building have their own catalogs. At Northwestern, three departments (not including the departments on the Chicago campus) have full separate catalogs, and one has a simplified catalog, with author entries only. Ohio Wesleyan has twelve separate catalogs, of which all but three contain author cards only.

Yale has eleven separate catalogs made by the general library, and represented in the general library catalog: Babylonian Seminary, Classical Club, Department of Education, Hammond Metallurgical Laboratory, History Seminary, Linonian and Brothers (undergraduate) Library, Mathematical Seminary, Medical room, Osborn Laboratories, Psychological Laboratory, and Sterling Chemistry Laboratory; and fourteen separate catalogs made by the departmental librarians or members of the departmental staffs, of which those that are starred are represented in the catalog of the general library by an author card: *Art School, Day Missions, Economic Club, *Elizabethan Club, *Engineering Reading Room, *School of Forestry, Kirtland Hall, *Law School, *Music School, Peabody Museum, Sloane Physics Laboratory, Sneath Library of Religious Education, *Sterling Hall of Medicine, and the Trowbridge Reference Library.

Departmental catalogs are reported also by Brown, seventeen; Bryn Mawr, seven; University of California, nine; University of Chicago, fifteen; Dartmouth, nine; University of Iowa, twenty; University of Michigan, eighteen; University of Minnesota, eight; and by many others. At the State College of Washington there are at present no separate catalogs, but duplicate cards for departmental libraries are made and incorporated in the general public catalog. The letter above the call number indicates the location of the book, and the card is stamped in the upper left hand corner

with the name of the department. If a separate catalog is ever desired these cards can be taken from the main catalog without affecting duplicate copies in the regular library.

The department catalogs in the college libraries, as in most public libraries, ordinarily include only cards for the books in the department, but some exceptions are made. At Brown some departments add other titles very freely, at their own expense. At the University of California the departmental catalogs as a rule contain entries for all books on the campus in their subjects. At the University of Chicago each department has cards for all books in certain classes, regardless of their location, and for all other books recommended by it. At the University of Michigan entries belonging to one division, of interest to another division, are made for that division. Princeton reports that the practice varies but that in most cases cards are duplicated according to classification, irrespective of location.

Of thirty-five public libraries of more than 100,000 volumes which report separate departmental catalogs, eighteen state that no modifications are made in the cataloging for these special collections. Several of the university libraries also report that no modifications are made. Changes which are made in some libraries are described as follows:

In Cleveland secondary entries, such as joint authors, editors, translators, series, etc., are, with certain exceptions, omitted. In Detroit, when the cards are typed the subject cards are briefer than those in the main catalog; otherwise the cataloging is the same. In Indianapolis the departmental catalogs are more inclusive than the general catalog. For example, in music the contents are given on subject cards for collections by different composers, and cards are made for music scores. No cards for the latter are filed in the general public catalog. In Minneapolis author analytics

are made sparingly, but subject analytics are made freely. Author analytics are filed in the main catalog. The main catalog is kept complete on the bibliographic side, and the department catalogs on the subject side. Subject cards for fiction are filed in the main catalog. In New York the same cards, in general, are used in the department catalog that are used in the general catalog. Books containing music scores are listed in the music catalog but not in the public catalog. Books in foreign languages using other than the Latin and Greek alphabets are listed in the department catalogs, and not in the general catalog. Manuscripts, prints, and maps are listed only in the department catalogs.

At Bryn Mawr most of the departmental catalogs are author catalogs only, with information abbreviated from the cards of the main catalog. At the University of California the department catalogs usually consist of an author catalog only, and in a few of the larger departments a shelf list is used as a classed catalog. At the University of Chicago, likewise, departmental libraries connected with the general library have author cards only; others have also a shelf list, and two have dictionary catalogs. At the University of Michigan no modifications are made in cataloging for the eighteen departmental catalogs, but shelf lists only are provided for twenty-four additional departmental and laboratory libraries. At the University of Minnesota few modifications are made, but engineering and medicine now have Biscoe time numbers, which will gradually be eliminated; law has no call numbers, and in the law library catalog different subject headings are used, following the headings of the Library of Congress law library. At the University of Pennsylvania, in most cases the regular full entries are made for the central catalog. In some cases only a short check list card is made for the department library, following the

wishes of each department; in others, full cataloging is done. Princeton likewise reports that practice varies according to the need of each department. One department has a full set of cards, another has subjects only, and some have author cards with subjects or added entries.

In most of the libraries reporting, the cataloging for departmental catalogs is done by the regular cataloging department. Among the exceptions reported are the following: In New York, Reference Department, the departmental staffs do the cataloging for the books in the Jewish division, the Slavonic division, and the Oriental division, which are printed in alphabets other than the Latin or Greek; and sheet maps are cataloged in the map room, prints in the print room, and manuscripts in the manuscript division. In several libraries the music catalogs are prepared in whole or in part by the departmental staffs. For example, in Detroit, title analytics for collections of songs are made by the music department, and victrola records are also cataloged by that department. In Minneapolis sheet music is shelf listed by the catalog department, but both sheet music and bound scores are cataloged by the music department. Pamphlets are cataloged, usually in simplified form, by the reference department staff in Denver, St. Louis, Salt Lake City, and San Diego. Other reports are as follows, showing the practice of some libraries in more detail.

In Cleveland the fiction division makes its own subject cards; in Des Moines juvenile books are cataloged in the children's room; in Minneapolis each department makes further analytics, adds extra subject entries, etc., as it sees fit, and the art department and the children's department indicate the subject headings for their own catalogs; in New Haven technical books and art books are frequently cataloged by the department heads; in Sacramento the music,

directory, and map catalogs are made by members of the reference department; in St. Louis, in general, the cataloging department prepares the cards for all departmental catalogs, but the reference department catalogs its pamphlets and makes a separate genealogical catalog, duplicating author entries and making analytics. The traveling libraries department makes duplicate cards for such of its books as are shelved in the teachers' room. Deposits in the Engineers' library are cataloged by the applied science department, and subject headings are chosen by the art department for many of its pictures.

Among the reports from college and university libraries are the following: At Brown, in three departmental libraries some help is given, chiefly in filing and care rather than in the cataloging itself. At the University of Chicago no cataloging is done by the departments, except that the School of Education assigns its own subjects, and the Yerkes observatory in the last few years has done its own cataloging. At the University of Colorado the departments provide all subject cards after duplicating those which are made for the general catalog. At Dartmouth a few departments make author lists, and the School of Administration and Finance classifies and catalogs its own books. At the University of Minnesota only two departments, engineering and mines, do their own cataloging. At the University of Missouri the departmental libraries make the additions to the cards in their own catalogs and shelf lists, for continuations and added copies, when all that is needed is a change of volume number, copy numbers, or date, and addition of the accession number to the shelf list card. At the University of North Carolina the heads of the Carolina collection and the periodical collection do the cataloging for these books, except that analytics for the periodicals are made by the cataloging de-

partment; one departmental library head makes the cards for two departmental catalogs, after the author cards, with tracings, have been prepared at the main library. At the University of Pennsylvania two departments do their own cataloging, and their books are not yet included in the general catalog.

Foreign language catalogs.—Separate catalogs for books in foreign languages are reported by nearly half of the public libraries of more than 100,000 volumes, and by a few of the smaller libraries. Only nine college and university libraries, five of which have more than 100,000 volumes, report separate foreign language catalogs. The following are among the reports descriptive of the nature of these separate catalogs:

In Atlanta, Hebrew and Yiddish books are in separate trays in both the official catalog and the open-shelf catalog, and Russian books also are included in a separate tray of the open-shelf catalog.

In Chicago the foreign language collections were entered in the general public catalog until 1920, but are now filed separately. Cataloging is full in all languages except some of the minor languages.

In Cleveland the foreign language catalogs include author, title, and subject entries, with occasional analytics. Collation statements, and all imprint except the date, are omitted. Only the French, German, and Spanish collections are entered also in the general public catalog.

In Dayton the separate catalogs of French, German, Italian, and Spanish books include only author and title entries. For the minor languages general subject entries also are included. For French, German, Italian, and Spanish these are given in the general public catalog.

In Indianapolis author and title cards are made, and

usually subject cards if the books treat of the countries in whose languages they are written.

In Minneapolis Greek, Latin, French, German, Italian, and Spanish books are subject-cataloged like English books. Swedish and Norwegian books have author cards in the general alphabet, but are completely cataloged in the branch where the Scandinavian collection is shelved. All other foreign books are arranged under the language.

In Toledo cards for books in foreign languages such as German and French, where the use is general or technical, are filed in the general catalog, but books for the use of particular foreign groups are filed separately. Cataloging is less full than for books for general use. Very few secondary cards are made.

At the University of California separate foreign catalogs are provided only for books in Chinese; at the University of Chicago, only for books in Chinese, Japanese, and Irish.

In cataloging languages not in Roman script the practice differs so much between using the original script, and giving a transliterated or translated form, that summary of the different forms of practice is difficult. The following specific reports illustrate different forms of practice.

Boston: The title is given in the original character and the translated title is given as a note. The practice has recently been adopted of giving also the transliterated title with cross entry indications at the bottom of the card. Filing follows the English.

Brooklyn: For Russian and Hebrew we copy the original, and translate on the main card. On the secondary cards we give only the translation. Filing follows the English.

Cleveland: Recent practice is to give the original script, followed by transliteration of the title, with a free transla-

tion, when desirable, in a note. Cards are filed from the transliterated title according to the English alphabet.

Detroit: The original script is used, in public catalogs only, for Russian, Yiddish, Hebrew, Armenian, Ukrainian, Serbian, Arabic, and modern Greek. In the official catalogs the transliteration is given, followed by English translation. Filing is according to the foreign language alphabet.

New Haven: Greek is given in the original characters. Others are transliterated, except that we have some cards typed outside of the library on a machine with Hebrew type. Filing is according to the English alphabet. Entries are in the general catalog only; grouping is accomplished by using an additional heading of the general form: for example, "Polish language, Books in." Under these headings the entry is by authors, in brief form, with several entries on one card, as on a series card.

New York, Reference Department: Books entered under the author have the name of the author spelled in Roman script; books entered under the title have the first word transliterated into Roman script, followed by the same word in the original script. All cards are filed according to the Latin alphabet. In the Circulation Department the official catalog is arranged by transliteration, and the branch catalogs by the original script. The card gives the original script, the translation, and the transliteration. The official catalog follows the English alphabet for filing; the branch catalog follows the vernacular.

Among the college and university libraries reporting, the most usual practice is to give the titles in transliteration, except for Greek books, which are usually given in the original characters. Among the specific reports are the following:

University of California: The original script is used for

books in Chinese, Hebrew, and the Slavic languages; all others are transliterated.

University of Chicago: Chinese, Japanese, and Irish titles are the only entries that are transliterated.

University of Missouri: The original script is used for books in Russian and Greek; other European languages are given in transliteration, and non-European languages in translation.

Oberlin College: For Russian and Arabic titles the original title page is reproduced, followed by a translation; all others in non-Roman alphabets are transliterated.

University of Pennsylvania: For books published in non-Roman characters the title, collation, and imprint are given in the original script, followed by a complete entry in translation. The transliteration is not added to the face of the card, and the first word only of the transliterated title is put on the back for filing purposes.

Princeton: Russian and Greek are written in the original; Arabic, Hebrew, and Sanskrit in transliteration; Chinese and Japanese in translation. An explanatory note is sometimes given on the card.

Yale: A short title is given in the original script, and the full title in transliteration and in full cataloging form. For a few groups translation is given.

Practically all of the college libraries reporting, follow the English language in filing.

Branch catalogs.—Less than one-fourth of the libraries reporting state that cataloging for the branches follows the same principles, in regard to form and fullness, as the cataloging for the central library or for the union catalog. Among those which report that no modifications are made are Atlanta, Birmingham, Bridgeport, Long Beach, Pittsburgh, St. Paul, and Washington. Among the majority,

where some modifications are made, the changes most generally made are in the number of added entries, in the form of subject headings, or in the number of analytics. The following reports illustrate various forms and degrees of modification.

In Boston subject headings are the same as at the central library, but not so many added entries and analytics are made.

In Brookline the subject headings are the same as those used in the union catalog, but with fewer subdivisions; added entries are few, but usually the analytics are the same in order to get the greatest possible use of the books.

In Brooklyn the analytics are the same as for the union catalog, or more if needed.

In Buffalo more analytics are made but there are fewer translator, editor, illustrator, and series cards, and fewer subdivisions of subjects; place and publisher are omitted.

In Chicago subject headings are given in popular form, and with fewer subdivisions; only the most important added entries are used; analytics are freely made in full form.

In Cleveland joint author, translator, editor, and other secondary author entries, are usually omitted, with exception of translators of classics; subject headings are modified by the omission of country and form subdivisions to a very large extent, and by use of a limited list of subdivisions under country and place; the number of analytics is the same; when cards are typed, collation and imprint, except the date, are omitted.

In Detroit when cards are typed for branches they give as brief a title as will convey the import of the book, that is, only the edition, date, and number of volumes. When Library of Congress cards are obtainable the cataloging for branches is the same as for central.

In Indianapolis imprint and collation, except the date and the number of volumes, are omitted on cards for most non-fiction at branches, with exception of the special branches. For all branch fiction and juvenile books of folk lore (D. C. class 398) very brief cataloging is done.

In Minneapolis editor cards, illustrator cards, etc., are made sparingly; subject headings follow the central catalog, except that they are not as closely subdivided; no analytics are made at the central library for the branches, but these are left to each branch to make for its own catalogs.

Only two of the larger libraries report that branch staffs do their own cataloging, under the revision of the central catalog department. These are Brooklyn and New Haven. In Oakland it is done under the supervision of the head of the branch department, and doubtful points are referred to the catalog department; in Sacramento, also, the branch cataloging is done by the head of the branch department. Among the libraries of from 50,000 to 100,000 volumes, Chattanooga (excepting the colored branch and the county branches), Malden, Mass., and several others, report that the branches do their own cataloging. In Binghamton, N. Y., it is done by the catalog department and the branch staffs working together. At Superior, Wis., all books are classified, given subject headings, and shelf listed, at the main library, and a duplicate shelf list card is made for the branch; the catalog cards are then written at the branch.

In practically all of the libraries reporting the filing of cards in the branch catalog is done by the branch assistant. The only libraries which report that it is done by the central catalog department are Gary, Nashville, and Tacoma, of the larger libraries, and Decatur, Erie, Evanston, and Saginaw among the smaller. In Grand Rapids the filing in several of the high school branches is done by one of the

catalog department. Among other libraries the extent to which the central catalog department supervises the filing in branch catalogs varies greatly. Some, including Atlanta, Buffalo, Chicago, Detroit, and St. Louis, report that there is no supervision at all. Louisville and Portland, Ore., make monthly visits, at which time filing is revised and necessary changes are made. Omaha reports several visits a year and Brooklyn annual visits. Seattle revises the filing about once every five years, when all corrections needed on cards are made at central.

Many libraries report that, when necessary, cards can be transferred from one branch to another without revision or change, either because all cataloging is done at central and is therefore uniform, or because the catalog department's supervision of the branch cataloging and filing is sufficiently close to insure uniformity. Many, however, state that when cards are to be transferred the exchange is made through the central department, and the cards are revised and necessary changes are made at that time.

Juvenile catalogs.—Of forty-seven public libraries of more than 100,000 volumes, only the following eleven report that no modifications are made in cataloging the children's books: Bridgeport, Brooklyn, Grand Rapids, Los Angeles, Louisville, Memphis, Queens Borough, N. Y., Rochester ("but changes in regard to subject headings are being contemplated"), San Francisco, Somerville, and Washington.

Approximately half of all the libraries reporting state that simpler subject headings are used in the juvenile catalogs than in the adult. Many, including Buffalo, Denver, Des Moines, Minneapolis, and Wilmington, Del., use *Subject headings for use in dictionary catalogs of juvenile books* (American Library Association), instead of the more

comprehensive list which is used in the general catalog. Other changes consist principally of various degrees of modification in form and in fullness of entry, and in the use of analytics. In several libraries all "easy books" are grouped together under a general heading or symbol, and various processes of accessioning, shelf listing, or cataloging, are greatly simplified or omitted.

The following reports illustrate various methods and degrees of simplification.

Indianapolis: In form and fullness the juvenile catalog is the same as the adult, but it is more fully analyzed, and the subject headings are entirely different. Annotations are given on author cards, in all juvenile catalogs. The illustrated editions in the locked case in the children's room, designated by the letter I, and not otherwise classified, are shelf listed but not cataloged.

Pittsburgh: There is no variation in form, since our cards are printed. Simplified subject headings are used in the children's catalog, but in the general catalog the cards for juvenile books follow the subject headings used for adult books. Extensive analytics are made for the children's catalog. Ephemeral picture books are not cataloged, but are assigned a letter and consecutive numbers.

St. Paul: Cataloging is the same as for adult books except that more analytics are made; local subdivisions in subject headings are sometimes omitted; and general headings such as "poetry" are substituted for the more specific heading "children's poetry." Picture books that wear out quickly and may not be replaced are classified but have no book numbers.

Shelf lists.—A shelf list is reported by all but a very few of the libraries, both public and college, of more than 50,000 volumes, and by a large majority of the smaller libraries.

Several report that certain classes of material are not shelf listed. For instance, in Buffalo, no shelf listing is done for "easy books" and picture books of the children's department, documents, pamphlets, or other material that is not regularly cataloged. "Easy books" are accessioned, and federal documents that are not classed and cataloged are entered in a manuscript checklist which shows also the call numbers of volumes from the regular set that are classed by subject. In New York, Circulation Department, no fiction, either adult or juvenile, is shelf listed.

In all but a very few libraries the shelf list is kept on cards. In Boston both cards and sheets are used. At the Newberry Library the entire shelf list is on slips, arranged in adjustable form in specially devised cardboard folders, bound together in book form, size 9½" x 12", about ten sheets to a book. In Cincinnati continuations are shelf listed on sheets. In New Haven the main collection is chiefly on sheets, but branch and departmental shelf lists are on cards. Pittsburgh uses cards, except for continuations, which are almost entirely on sheets. Seattle uses sheets 3½" x 7½", one title to a sheet.

Among the colleges, the universities of Indiana and Pennsylvania reported that they were transferring their shelf lists from sheets to cards. At Vassar small sized cards are used, supplemented by sheets for listing sets which need more space than a single card provides. At Yale the books in old classifications are shelf listed on sheets, but cards are used for all books which have been reclassified and recataloged since 1907.

All but a very few of the public libraries with branches report that the shelf list is a union list, showing the location of books in branches and departments. Most of these include in the union list the fiction and the juvenile books of

the branch collections, and each branch has also, in most of the libraries reporting, a shelf list of its own collection. Among the reports illustrating various forms of practice are the following:

In Brookline the main shelf list cards have brief entries, showing to what branches each book belongs, and full entries are made on the separate branch shelf lists. These are kept at the main library, and are sent to the branches in sections when inventory is taken. "This is very satisfactory to us, as we have only two real branches. We doubt its application to larger libraries."

In Buffalo the union shelf list shows in what departments or branches each title is contained, but does not show the number of copies that each branch has. In the main shelf list, cards for children's books and for books in branches, are stamped "See also union list." All branch shelf lists are kept in the central catalog room, as the branches are not open in the morning and order work is done at the main library by the branch librarians. In Chicago the department of branches has a union shelf list, and some departments (for example, the departments of civics, deposits, and bound periodicals), have separate shelf lists of their own collections. Most of the branches have their own shelf lists, and others are in process. The special shelf lists are used in some departments because of the diverse nature of their collections, as in the civics department. In the deposits department, from which books are lent in groups, the shelf list serves as a convenient stock index, and avoids the necessity of going the length of the building for information which is frequently needed.

In Detroit the shelf list of non-fiction in English includes only titles in the main library, and the few titles which are in branches but not in the main library's collection. Shelf

lists for fiction and foreign books include the branch records also, on separate cards. The branch record for non-fiction is kept on separate cards in the official catalog.

In Indianapolis there are separate union shelf lists for the adult books and the juvenile books. Each branch has separate adult and juvenile shelf lists for its own collection, with exception of the three special branches, which have adult lists only. The supervisor of branches has seventeen brief adult shelf lists, one for each branch that is under her supervision.

Syracuse has in the central catalog room a duplicate of each branch's shelf list. In Toledo the departments of the main library have separate shelf lists, and a union record of books at branches is filed in the back of the various trays which contain the main library records, in the catalog department.

In Waterbury, in the small branches the shelf list, with the addition of some title cards and subject cards, takes the place of a catalog, since the proportion of non-fiction in the collection is small and the fiction shelf list takes the place of an author list for that class.

Subject headings.—The A. L. A. *List of subject headings for use in dictionary catalogs* is followed, in the choice of subject headings, by practically all of the public libraries of less than 100,000 volumes. Of the larger public libraries reporting, thirty-three use the A. L. A. list; eleven use the Library of Congress headings; and nineteen use both, or, in some cases, supplement both by other lists. Among the college and university libraries, the A. L. A. list is used by a large majority of those with less than 50,000 volumes, and by nearly half of those with from 50,000 to 100,000 volumes. Of the larger libraries, eight depend mainly on the A. L. A. list; fifteen, on the Library of Congress headings;

and ten report that various sources are used. Many of the large libraries, both among the public libraries and the colleges, state that some changes are made from the headings of the printed lists, and in many libraries official lists are kept on cards, containing the headings in use in the catalog, and the cross references that have been used.

Nearly three-fourths of the libraries of more than 50,000 volumes, and many of the smaller libraries, report that they trace references both to and from a subject; of the remaining libraries, some trace only references to, and some trace only references from, the subject. Cross references are usually checked on the official list. For headings used in branch catalogs, several (including Atlanta, Chattanooga, and Omaha) report that a separate copy of the A. L. A. list is provided, and checked, for each branch, but more commonly the references are checked on a union list of headings.

Library of Congress cards.—The following table shows the extent to which Library of Congress cards are used, according to the reports on the questionnaire, in the libraries of Class A (more than 100,000 volumes), Class B (50,000-100,000 volumes), and Class C (20,000-50,000 volumes).

	Public			College		
	A	B	C	A	B	C
For practically all books	20	14	27	29	30	32
All but fiction	21	8	17	3	4	11
All but fiction and juveniles	10	23	43			
Not used at all	4	9	42	1	2	14

Libraries of less than 20,000 volumes are not included in the above table. None of these libraries reported that Library of Congress cards are not used at all. Presumably the libraries which did not answer the question are not using the cards. Among the public libraries, thirty-three of those which reported state that the cards are used for practically all

books, forty-one that they are used for all but fiction, and sixty-two for all except fiction and juveniles. Among the college libraries, thirty-one state that they are used for practically all books, and ten for all except fiction.

Several libraries in all classes report that the L. C. cards are not used for certain classes, or under certain conditions. The following reports explain the practice of some of the larger libraries more definitely than can be done in tabular form. Berkeley reports that the L. C. cards are used for all except branch books and juveniles, and fiction other than short stories and translations. Cleveland uses them for all books, when obtainable, except fiction; fiction is not excepted if contents are wanted, as in books of short stories, or when title analytics are needed. Indianapolis usually orders one set for all new titles of non-fiction, and for fiction and juveniles if the author's name is not already in the library's official catalog; cards are ordered for branches if they contain long contents or would for other reasons be hard to type and multigraph. Los Angeles uses L. C. cards, when available, for non-fiction that is bought for the main library only or for not more than one or two branches; when more than three or four catalogs are to be supplied for the same title, the cards are multigraphed. New Haven uses them for most non-fiction published in America, including juvenile non-fiction, but for foreign publications only if the cards are promptly available; non-fiction, however, which requires few cards and but simple cataloging, is often cataloged without getting the L. C. cards; cards are seldom ordered for fiction unless contents are expected. In Pittsburgh they are used only for adult books for the central library, and for the high school libraries; in St. Paul for all non-fiction except individual biography, poetry, separate

plays, maps, musical scores, publications of a strictly local character, and books in the minor foreign languages.

The libraries of more than 100,000 volumes which report that L. C. cards are not used at all are Boston Public Library (not used in catalog, but L. C. proof sheets are obtained for purposes of comparison); Nashville; and the Circulation Department of the New York Public Library. The University of Colorado reports that they are seldom used.

Modifications on L. C. cards. Most of the libraries reporting state that few modifications, or none, are made on the Library of Congress cards which they obtain for use in their own catalogs. For instance, Brooklyn reports that no modifications are made, except that entries are traced on the back of the main card; in Chicago no changes are made with exception of necessary changes in edition, etc., and except in tracing entries, which are noted on a separate record, filed in shelf order; the Newberry Library and Pittsburgh report that L. C. cards are not used if modification is needed, but tracing of entries is done on the back of the official cards; Seattle makes no modifications unless certain items on the L. C. cards do not agree with the edition of the book which is being cataloged, and with the exception, again, that entries are traced on the back of the official author card, from which all other cards are typed. Many of the colleges make similar reports. The University of Chicago and Oberlin College, for instance, report that changes are seldom made; Northwestern, that no modifications are made except such as are necessary to make the card correspond with the book; Washington University, that no modifications are made, as a rule, except that not all the indicated subject headings are always used.

As is suggested by the citations above, the matter in which

modifications are most frequent and most uniform is the tracing of entries. Most of the large public libraries, and many of the college and university libraries, trace on the back of the main card. In Berkeley, headings that are not adopted are cancelled on the face of the L. C. card, and additions are traced on the back of the author card. Bridgeport, Buffalo, Kansas City, and others, report the same practice. Brookline traces on the back of the author card, and if there are too many to go on one card, as in case of analytics, entries are recorded on a tracing sheet in the catalog room. Kansas City traces long analytical sets in a special card file, and Utica uses a continuation book for entries for which there is not room on the back of the catalog card. Cleveland traces on the back of the main entry card, and indicates the use of unchanged L. C. tracings by writing "L. C." Detroit traces on the card in the official catalog only, by checking the L. C. tracings if they are accepted without change, altering when necessary to conform with their own usage, and adding any additional tracings at the bottom, on the face of the card if there is room, and otherwise on the back. Indianapolis checks with pencil, on the face of the L. C. card, all entries which are adopted; additional tracing is put on the back of the card, except series entries, which are traced on the face. In New York, Reference Department, all subjects and added entries are traced on the main entry in the public catalog, and special divisions are indicated in which there are cards; on the main entry card in each special division all other cards located in that division are traced.

Bryn Mawr College checks on the face of the L. C. card the indicated entries which they use; if variation is excessive, tracing is put on the back of the card; additional subject entries are traced on the back; added entries or author

analytics not indicated on the face of the card are traced by underlining the first letter of the entry word, if the entry appears on the card, and otherwise are traced on the back. At the University of North Carolina, if the L. C. entries are adopted they are traced by underscoring the first letter of each entry on the lower part of the author card; title cards are traced by underscoring the initial letter of the first word of the title; changes in L. C. headings are often made with pen, but if too long or awkward, the form of heading to be used is typed on the face of the card; additional tracing is typed on the face of the card, and on the back if there is not room for all on the face; series are traced by underscoring the initial letter of the first word of the entry as it is to be written; analytics are traced briefly if contents are given, and otherwise are traced fully, on the face or on the back of the card.

The following are the principal changes reported in regard to author headings.

Atlanta: No modification is made in fullness, though dates are used only to distinguish authors with the same name. A pseudonym is sometimes substituted for the real name.

Bridgeport: We do not enter under the author's real name when the pseudonym is better known. In classics we use the best known form.

Cleveland: For Greek and Latin authors we often use the well known form: for example, Homer, not Homerus. For anonymous classics we omit the language subdivision *English,* and in cases where we have a limited number of versions we omit the language subdivisions entirely. We also tend to adopt one form, regardless of variations: for example, Reynard the fox, instead of Reinike Fuchs. For Oriental authors we go further than L. C. practice in using

the much better known epithet. We make a few concessions to popular usage, as in Tagore; Columbus, Christopher; etc.

New York, Reference Department: In general, we accept the author heading on the card, but we invert it for documents. If we have already adopted some other heading and think it preferable, we modify the L. C. heading to make it agree with our own.

Many other public libraries, and several college and university libraries, report that author headings are sometimes changed to conform with established practice or with popular usage, but that the L. C. headings are usually adopted.

Most of the other modifications reported consist of the changes that may be necessary to make the cards correspond with the edition of the book; or with the use of A. L. A. or other subject headings instead of the L. C. headings; or with minor points in arrangement. The following reports are illustrative.

Atlanta: No changes are made in title unless there is a slight difference between the cards and the book that may easily be changed. Imprint and collation are changed to conform. Cards with different contents or different notes are not accepted. Subject headings and added entries are used only for comparison.

Berkeley: We avoid getting the L. C. cards where the title differs. Imprint and collation and series notes are altered if the edition being cataloged does not correspond with the card. Contents and notes are occasionally added. Subject headings are altered, if necessary, to conform with the A. L. A. headings, unless the L. C. headings are equally simple. Cards for added entries are seldom changed.

Cleveland: No modifications are made in the title; none in imprint or collation and series notes except to fit a dif-

ferent edition; none in contents except to expand or to fit a slightly different edition. Notes are cancelled or added to fit the edition at hand. Subject headings are changed, if necessary, to conform with our usage, which does not invariably follow the L. C. usage.

Detroit: Title, imprint, collation and series notes, contents, and notes, are altered only when necessary to fit our edition of the book. L. C. subject headings are followed to quite an extent, though not entirely either in form or extent of subdivisions. We do not make added entries as extensively as the L. C. cards.

Kansas City: Title, imprint, collation, and notes are changed, if necessary, to fit the book. If the copyright date differs two years or more from the imprint, it is given after the imprint. A. L. A. subject headings are used.

New York, Reference Department: We use fewer title cards than the Library of Congress. In general, no modification is made in the imprint, although our own printed cards follow a slightly different rule. Usually no changes are made in collation and series notes, or in contents. Occasionally a note not given on the L. C. card is added. Subject headings are changed when necessary to conform with our authorized list of subject headings. Added entries are changed only when they do not agree with an established entry already made.

St. Louis: L. C. cards are not used unless the title is identical. Imprint, notes, and contents are changed, if necessary, to agree with the book.

University of Indiana: Imprint, notes, etc., are changed, if necessary, to conform with the book in hand. We do not always follow the L. C. subject headings, though we consider them the authority for added entries.

University of Iowa: Imprint is changed if the book is

very different from the card. Contents are sometimes added. Changes are made in subject headings to conform with our previous usage, and we do not always adopt the L. C. added entries.

Princeton University: Changes in title, imprint, notes, etc., are not made except when the L. C. card is for another edition. Minor differences in collation are ignored. Added entries are not changed. We do not use all the L. C. subject headings, but try to limit the number to two.

Several of the large libraries, and many of the smaller, report that when L. C. cards are not used their own cataloging is not so full as the cataloging on the L. C. cards. The following reports illustrate some of the principal points of difference.

Berkeley: Only the main paging is given. Size is not given unless it is unusual. Place of publication is not given for well known publishers, and only the first name of the firm is given.

Brookline: Our cataloging is not quite so elaborate. We do not repeat the author's name after the title, and we omit prefacing, paging, and size. Otherwise it is about the same, although the arrangement and the spacing are slightly different.

Cleveland: We do not include the author's name in the title unless it is a pseudonym or radically different from the heading. Collation is somewhat simplified for the circulating collection; main groups of pagination are given, but not the elaborate L. C. count. The latter is used for old and rare books. In order and arrangement, imprint follows the collation. We have no distinctions of type. In general, if we multigraph cards we use a unit card; if we type the cards we often simplify or shorten added entries.

Dayton: The author's name is not repeated. The name

of a joint author is written beneath the author's name instead of in the body of the entry. The edition is set off by three spaces on each side. Only one publisher is given. Both the title page date and the copyright date are given when there is a variation of more than two years. Series notes are given after the imprint. Collation is omitted.

Detroit: Frequently we do not give so full a title. The author's name, if well known, is omitted from the title. We give only the main groups of paging and not the preface paging. Size is omitted. Collation and notes are not so full.

Kansas City: Author's dates are given only when they are needed to distinguish between two of the same name. The author's name is usually not repeated in the title. The edition is not given if it is the first. Impression is not mentioned. Imprint is simplified, giving only the first place and the first publisher. Well known publishers' names are given in brief form. Collation is somewhat simplified. Paging is omitted unless under 50 or over 500.

New Haven: Paging is not given with so much detail. Imprint follows the collation, instead of the title. The author's name is not repeated in the title unless it is radically different on the title page from the form used in the heading, as in pseudonyms.

New York, Reference Department: The only difference is in form. The L. C. cards give collation, size, and series notes in smaller print. We give this information after the imprint, and in the same type.

Omaha: Our cataloging is much simpler. We pay no attention to collation, and imprint is modified. Size and illustrations are omitted for fiction. Few notes are given.

St. Louis: Imprint is not so full. The author's name is entered under the best known form and is not repeated in the title.

Washington: The author entry conforms with the L. C. entry except that dates are not given unless needed for identification. Imprint is the same except for the place of publication. Descriptive matter in the title is omitted, and the collation and bibliographical notes are shortened.

Bryn Mawr College: Dates are omitted in the author heading. The author's name is not repeated in the title, and the omission is not indicated on the card. The edition is given in English, and adjectives, with exception of "new," the number of the edition, and "enlarged," are omitted. The first place of publication only is given, and the most frequently used places are abbreviated. Publisher is omitted. Main paging only is given unless the secondary paging forms one-fourth of the book. Illustrations are less fully given. Collation follows the title, and is followed by the imprint and the series note. Changes are made also in some other details.

University of Minnesota: Our cataloging follows the L. C. practice except for some omissions. In the imprint, the publisher is omitted, small groups of unpaged matter are disregarded in the collation, and the size is given to the nearest centimeter and not the half centimeter.

University of North Carolina: We omit dates for author and editor cards, but use them with names as subject headings. We do not repeat the author's name after the title. We omit the three dots at the beginning and at the end of the title. The title is often less full, and the collation is less detailed, main paging only being given. For joint authors we use the names of both authors in the author position, connected by "and." Indention varies for entries under title and for periodicals. Periodical cards omit most of the bibliographical notes of the L. C. cards, using a "Library has" statement.

Northwestern University: We conform almost exactly with the L. C. practice, exceptions being that we note only one place and publisher in the imprint, and give the author's name in subject fullness on secondary cards.

Yale: We do not repeat the author in the title, and some titles are shortened. Imprint is given in a separate paragraph. Publisher is omitted, with the exception of some groups and classes, and for most groups pagination is not given.

Other reports, which illustrate a general tendency to catalog as closely as possible, in most respects, in conformity with the practice on the L. C. cards, are as follows:

"We have adhered to the old order of imprint and collation, but otherwise there is little difference" *(Brooklyn)*. "Less bibliographical information is given" *(Grand Rapids)*. "Imprint and collation are shortened" *(Louisville)*. "Shortened only as to imprint and collation" *(St. Paul)*. "We omit detail paging, collation items, and unnecessary notes" *(Seattle)*. "Author's name is not repeated in title; place and publisher are given in brief form; collation is not so full and notes are not so extensive as on the L. C. cards" *(Colgate University)*. "We follow the L. C. practice except in cases where it does not conform with our established precedents, but we do not repeat the author in the title, and our cards are simpler in many unessential points" *(University of Iowa)*.

Cataloging of special material.—For a report on various systems of cataloging pamphlets see volume two, pages 134-38; for cataloging of pictures see volume two, pages 72-73. Other reports on the cataloging of special material are as follows:

Cleveland Public Library: Manuscripts, maps, foreign dissertations, and reprints, are cataloged with the same full-

ness as the general book collection. Clippings are not listed. Pictures, lantern slides, and broadsides are indexed. Pamphlets are treated with varying fullness, depending on their permanence and value, according to the directions of the head of the reference division. Pamphlets that are prepared for the shelves are cataloged the same as books. Pamphlets that are kept in the classified vertical files have author and title entries in the general catalog when likely to be called for by name. A blanket subject reference to the class number in the vertical file is usually the only subject treatment given. A special file is kept of the historical, political, and related pamphlets published in Europe previous to the nineteenth century. These are arranged chronologically under countries, and are cataloged only by a single entry in a special index, also arranged chronologically for purposes of checking and inventory. Only general subject references to the file are made in the general catalog and the catalog of the history division.

John Crerar Library: Pamphlets are cataloged by author cards in the official catalog and collective cards in public catalogs. Clippings are not cataloged at all. Most maps have collective cards only. Dissertations are given author cards in the official catalog and entries for institution in the public catalog.

Los Angeles: If pamphlets, etc., are treated as separates they are cataloged as fully as books, but if a number of small pamphlets are bound together in collections the cataloging is simplified. In this case we try to group together only pamphlets which can be entered under the same subject heading, in which case only one subject entry is made. This entry is the main entry for the collection, and contents are given. Author analytics are made if the authors are important; otherwise they are omitted.

St. Paul: Clippings and uncataloged pamphlets are arranged by A. L. A. subject headings and are self-indexing. This is done in the reference division. A shelf list of pictures, under the names of the artists, is kept by the fine arts section. The collection of pictures in the children's room has a subject index on cards.

Seattle: Reference pamphlets have subject cards only. Circulating pamphlets are fully cataloged. Maps and directories have only subject cards. Pictures are cataloged under artists, titles, and broad subjects.

University of Chicago: Pamphlets of minor value are grouped together on a subject card. Others have, in addition to this, an author card, and still others have an author card and a separate subject card.

University of Michigan: Pamphlets which are ordered are treated as fully as books. Other pamphlets are classed under the subject and placed in pamphlet boxes. Author entries are filed in the official and the public catalog. Subject references are made on a multigraphed form card for the public catalog, referring under the subject heading to the call number of the pamphlet box.

Northwestern: Foreign dissertations, some reprints, and some maps, are cataloged. Pamphlets have merely a subject card in the catalog, referring to a general class number.

Printing and multigraphing cards.—The following are the principal reports received concerning the printing or multigraphing of catalog cards, or duplicating by some other method.

Boston Public Library: All our cards are printed in the library's own printing office. One copy of each card is sent to the Library of Congress, and their proofs are received in exchange.

Chicago Public Library: We multigraph for all languages

except Hebrew and Armenian, for which a "Ditto" duplicator is used. The multigraph is used for all departments but not for branches.

John Crerar Library: We print more than the regular number in accordance with indications of classification and subject headings. We give to, or exchange with, six libraries, and sell to ten.

Newberry Library: All cards which can not be secured from the Library of Congress are multigraphed for the public and official catalogs. Multigraphed cards are sold to six libraries.

Cleveland Public Library: We multigraph a unit catalog card when six or more copies are called for. When duplicating more largely, subject and other added headings are also run on; otherwise they are added by the typewriter. Library of Congress cards are run through the multigraph for call numbers, headings, etc. A form slip is attached to the copy to show the multigraph operators what headings to use and how many cards to make. A set of cards is sent to the Cleveland Art Museum Library for all art material, including some archaeological material. A card is sent to the Library of Congress for titles in the White Collection of Folk Lore and Orientalia which do not appear in the Library of Congress depository; a card is sent also to the University of Michigan Library for the more unusual material in the White Collection.

Dayton Public Library: We multigraph all material for which extensive duplication is necessary: call numbers, book slips, subject headings, annotations, cross reference cards, and branch release sheets.

Detroit Public Library: When L. C. cards are not obtainable we multigraph cards if nine or more are needed.

Cards for fiction are largely multigraphed, as no L. C. cards are bought for fiction.

Indianapolis Public Library: We multigraph branch sets for juvenile titles, both fiction and non-fiction, and branch sets for adult fiction and many non-fiction titles. In juvenile work one set is typed for the children's room catalog. In adult work a sample set is made, to be used for one of the branches, and the other sets (from sixteen to eighteen) are multigraphed from this sample. This releases cards for the central library at once. If cards for a set are very numerous, cards are duplicated from the central set. Multigraphing saves the time of a typist who would otherwise type sixteen sets just alike, while the multigraph operator sets up cards only once, and prints all other copies. It saves the *esprit de corps* of the catalogers, for it is a machine-like task to duplicate the same card from sixteen to eighteen times. It saves the time of the reviser, for only one set needs to be revised. It releases books to branches much more quickly than otherwise, and cards are neat, legible, and uniform. We do not multigraph fewer than four sets for juvenile or adult non-fiction, or fewer than six sets for adult fiction.

Los Angeles Public Library: We multigraph cards if the book is to be entered in more than three or four departmental or branch catalogs. The senior cataloger types the official author card, which, after revision, is given to the multigraph operator, who sets up all the cards from this one, following the tracing indicated. At the same time she makes shelf list cards, pockets, and book cards.

Minneapolis Public Library: We multigraph cards for branches and school stations. A second multigraph would be able to handle the 44 per cent. of our titles for which we

do not have L. C. cards. Clerical assistants take lists of titles for which cards are ordered to the catalog, and copy the main entry with tracings. The head of the catalog department checks the copy and the heading. The multigrapher sets up the cards (from six to nine sets), and submits proof, which is read by a catalog assistant.

New York, Circulation Department: Copy is sent to the printer with instructions as to the number of cards needed for each title. Subject headings, etc., are added in the catalog office with a hand press.

New York, Reference Department: Cards are printed by the printing office located in the library. A few temporary cards are duplicated by Beck's "Champion" duplicator. Two additional cards are printed for each entry and are sent to the L. C. in exchange for the two cards sent for the depository catalog.

St. Louis Public Library: The original copy is prepared by a cataloger, who indicates the number of duplicates to be made, and where they are to be filed. The cards are then multigraphed. We exchange all cards multigraphed with one library.

San Francisco Public Library: Cards are duplicated on the "Ditto" machine. This requires a master card, typed on a machine equipped with a "Ditto" ribbon. This master card makes an impression on a gelatine ribbon on the "Ditto" machine. From this impression as many as forty copies may be made when the ribbon is in good condition. This machine is used for duplicating book cards, as well as catalog cards, and for numbering cards where a number of pamphlets are bound in one volume.

University of Chicago: We print our own cards, or multigraph those which are of less value, or which require too

few copies to pay for printing. We exchange cards with five libraries.

University of Michigan: The original card is made by a cataloger, and as many cards as required are multigraphed. We exchange with five libraries.

Administration.—Because of the innumerable differences in the administrative departmental organization of the larger libraries, it is impossible to make any concise classification of practice in regard to the departments or divisions in which the various processes connected with the cataloging and preparation of new books are handled. In the small libraries, and in most libraries of medium size, where departmental distinctions are not closely made, these processes are ordinarily cared for in the catalog department, perhaps with assistance from the loan desk or from other departments in the mechanical processes of collating, cutting leaves, etc. Among the larger libraries, where departments and divisions are more numerous, no two organizations are quite the same. In some, all processes connected with the preparation of new books are handled in one or two departments. For example, in Louisville, the order department has charge of accessioning, of mechanical preparation, of checking and handling serials and periodicals, and of writing book cards for new books and rebound books; all work connected directly with the classification, cataloging, and shelf listing of books, is done in the catalog department. Such simplicity, however, is reported by very few of the large libraries. The different processes are usually divided among at least three or four different departments and divisions, including most frequently the order or accession department, the shelf department, and the catalog department, with such processes as handling periodicals, preparation of pamphlets, preparation for binding, etc., cared for by reference departments, periodical de-

partments, binding departments, pages, and janitors. Branches sometimes are responsible for the more mechanical preparation of books assigned to them.

The reports do not indicate to what extent the various departments and divisions of the large libraries have been established after systematic study, and how many have just grown. In regard to the routing of work among the different departments there is likewise nothing in the reports to indicate how much of it is based on careful study and planning, and how much of it is accidental or the outgrowth of local conditions. The reports on the methods of routing material through the various processes of preparation are more illuminating than the detailed reports of departmental and divisional organization. Many of these reports, however, are very brief, merely stating, at most, the order in which the various processes are performed. One library, apparently considering the cataloging and other processes as physical rather than intellectual, describes "the general scheme of routing and handling material through the catalog department" by the single word "trucks." The reports which describe the methods in considerable detail are as follows:

Cleveland Public Library: Material passing through the catalog department may be divided roughly into the following groups, which are routed and handled somewhat differently:

(a) New titles, circulating and reference, for the general collection.

(b) Serials and continuations.

(c) Duplicates for the central library, branch copies and juveniles.

(d) Foreign language collections.

All material is received from the order department with

pages cut, stamped with the library's name, and accessioned. All material is delivered to one clerk, who distributes it to the assistants who are to handle it. The clerk has charge of such mechanical preparation as is done in the catalog department (pasting pockets and book plates in main library books), the bindery records, etc. Mending, pamphlet binder work, marking books, and similar mechanical preparation, are done by girls in the binding department.

(a) New titles. Older imprints not in immediate demand are placed on shelves, from which the catalogers help themselves. These titles are put through gradually, but otherwise follow the routine outlined below.

Current and recent imprints, which have been shown and reviewed at the bi-weekly round table and may have been recommended for branch duplication, are distributed directly to the catalogers and are put through the department on a regular time schedule. Part are delivered to the main library at the end of two weeks, and the remainder at the end of the third week. Fiction and "urgent" books are delivered within forty-eight hours, and "hurry" books at the end of the first week. This definite schedule makes for a systematic handling that can be reckoned with in the catalog department and can be counted on by the public departments.

On receiving a new title the cataloger prepares a cataloging process slip, which shows the plan of treatment and gives the form for the shelf list entry. She removes the L. C. depository card from the file (if there is one), and attaches this to the process slip, which she hands, with the book, to the head classifier. In the case of the fine arts, science, and technology, the catalogers also classify and assign subject headings before passing the books to the head classifier for revision.

The head classifier adds class number and subject head-

ings to the process slip, or revises those assigned, and passes the books to the head cataloger for a general final revision.

The books are returned to the cataloger, book numbers are assigned, and the books are then sent to the binding department for gilding or other marking. If unbound, gilding is indicated, and bindery charge is made.

An order for L. C. cards, or for multigraph copy, is made out. This includes the number of cards needed for branch cataloging, a list of branch duplication orders having been received in the meantime.

The books, on return from the binding department, are shelf listed by clerks, and the shelf listing is revised; the books remain at hand for any reference the cataloger or her typist assistant may need to make in completing the cataloging. At the end of the week a classified checklist is made, the statistical count is taken, and the books are forwarded to the shelf division for distribution to the main library divisions. A weekly list of additions is multigraphed and issued to all departments, divisions, and branches.

The L. C. or multigraphed cards are usually received in time to be finished for the reviser before the books are sent forward. If the cards are delayed beyond one week after the delivery of the book, temporary author and title cards are made for the public catalog.

The filing in the public and division catalogs is done during the week following the delivery of the books.

(b) Serials and continuations.—Biennials, annuals, and infrequent continuations, pass through the catalog department and are added to the shelf lists and to the main entry in the public catalog only. If unbound, they are sent to the bindery or are otherwise cared for by the shelf division after leaving the catalog department.

The cataloging of a serial is done from the first number

received. Otherwise the catalog department does not handle serials until the bound volumes come through to be shelf listed. Monograph analyzing is done from the cards as the L. C. serial analytical cards are received.

The continuations and bound serials are forwarded to the shelf division once a week.

(c) Duplicates, branch copies, and juveniles.—All duplication orders are shown to the catalog department before being placed with the dealers, and are checked at the adult and juvenile process slip work-files, so that catalog cards and other multigraphing may be noted and prepared ahead of the receipt of the books.

When the books come, the assistants in charge of branch and juvenile cataloging place the cards in, or with, the books, and turn them over to the clerks to add to the union shelf list. After the shelf listing is revised, the books are sorted into branch bins until the weekly delivery day, when they are taken out by the clerks, a classified checklist is made for each place, the statistical count is taken, and the books are packed and shipped.

Fiction, except when the title is first new, goes directly to the shelf listers, who turn back to the branch cataloger any book that proves to be a new title for the branch to which it is assigned.

The branch and juvenile work-files consist of the original cataloger's process slip, which is kept for this purpose after the main library copy has gone forward. On the face of this process card are printed the branch designations, so that it is possible to check both the orders and the forwarding of books and cards.

The gilding or marking of duplicates is done in the binding department before the books reach the catalog department. This is made possible because the call number is

added to the order department edition file as soon as the title is cataloged. All order cards are verified at the edition file for trade information, and the call number is then copied. Consequently, when the book is received and is combined with its order card, the accessioner has the call number at hand and slips the book for the gilder. This has proved to be an economical method.

(d) Foreign language collections.—The foreign languages are divided among the catalogers, who are responsible for the classifying, assignment of subject headings, and cataloging, of their special collections. Since editions are very uncertain, all copies, whether new titles or duplicates, go directly to the catalogers, who do all the work on them except shelf listing. This includes preparation for binding and the making of the bindery charges. Since foreign purchasing and shipments are irregular, no time schedule can be followed in handling this material.

Indianapolis: The order department brings in books sorted as follows:

New titles: fiction; non-fiction.

"Adds" for central and branches: fiction

"Adds" for central: non-fiction

"Adds" for branches: non-fiction

New titles. 1. L. C. cards are looked for in the L. C. file of cards by a page, and are put in the books. If cards have not yet come, books are put on shelves labeled "Waiting for L. C. cards." If a book is requested by any department head as "rush" it is put through on temporary cards.

2. The books are classified, and subject headings are assigned, by one of the classifiers. New fiction goes to one person. New non-fiction goes usually to the first assistant, except new music books, which go to the person in charge of music cataloging. The books are put on trucks of the

different catalogers according to their ability to do more difficult, or less difficult, cataloging.

3. Cataloging. This means the making of at least one full set of cards, using L. C. cards if available, or typing if there are no L. C. cards. If sets are to be multigraphed a sample set is typed, and a slip indicating the number of sets is attached to the cards.

4. Revising. Fiction is revised by the one who assigns subject headings to fiction. New non-fiction is revised by the head of the department, who revises classification, subject headings, and cards at the same time, and sets aside official cards for books to be listed in the weekly list of new titles. Revisers put sets for multigraphing back of guide.

5. Mechanical preparation. Books are taken to the mechanical preparation room, having been sorted as they were revised.

6. Finished books checked out. Books are returned from the mechanical preparation division to a large table in the catalog room, always sorted into adult and juvenile, central and branches. Twice each week books are checked out from this table and sent to central shelves or to branches, with cards.

Dewey "adds" for central and branches. These books are put by the order department page on top of filing cases, where official author cards, shelf list cards, and L. C. cards, as the case requires, are easily found and put in the books by the catalog department page. The work is revised and books are sorted by one person, usually a second assistant. If added editions, they are given to a certain staff member. If for reference, and we have already circulating copies, or vice versa, they are set aside for all cards to be drawn from the public catalog. A page draws such cards each day at a stated time for all members of the department. If new

for branches, and only two or three sets are needed, they are assigned to a certain staff member to prepare sets. If more sets are needed, a set is typed and cards are attached, indicating the multigraph work to be done.

New York, Circulation Department: The new titles are separated from those which have already been entered in the shelf list. The latter are arranged on shelves by author letter, and are compared with the union catalog by assistants. If a book is already in the branch, the number is pencilled on the fly leaf of the book and it is marked "dup."

If the book is already in the library system, but new to a branch, the number is pencilled on the fly leaf of the book, a slip is written from which entry of the branch initial in catalog and shelf list can later be made. If printed cards for the book are on file (extra copies having previously been ordered with this in mind) they are sent to the branch. Otherwise, a catalog slip for the card is sent to the printery, in the building, with the next installment of slips.

If the book is new to the library system, it is brought from the book order office, accompanied by the order slip. This slip is placed on file. The book is compared with the union catalog for author's name. If the full name is in the catalog, the book and the slip are given a distinguishing mark. The catalog slip is made in duplicate, revised, and given, with the book, to the head cataloger for classification and subject headings. It is then given to an assistant, who enters the book in the shelf list. (A duplicate of the catalog slip is placed in the shelf list until the coming of the printed card.) The book is then sent to the branch.

Title cards are made for the books requiring them. A duplicate of the catalog slip is filed with the order slip, awaiting the coming of the printed card. An assistant searches in catalogs and reference books throughout the

building for authors' names which are new to the catalog. When this information is obtained the slips are ready to send to the printer. Orders for printed cards are sent to the printer once or twice a week. When the cards come from the printer, subject headings, etc., are added by a hand press, and the cards are sent to the branches.

Music, and books in foreign languages, are cataloged and classified by special assistants, and the work is revised by the head cataloger.

Omaha: After the order department has checked the books, they are brought to the catalog department. As our official catalog was begun late in 1916, all books issued before 1917 and not listed in this catalog must be looked up also in the main catalog. All books new to the system are put on a special shelf, to be classified. Duplicates are shelf listed. Books new to any branch or to the children's department are placed on the shelf reserved for that department. Library of Congress cards are ordered shortly after a book order is placed. The head cataloger looks for printed cards before a book is classified. The head cataloger classifies a book, and assigns subject headings. The most difficult cataloging is given to the first assistant.

The children's librarian assigns subject headings for the children's department catalog and for the branches. The first assistant has charge of the cataloging of all books for the children's department.

The first assistant usually revises the cataloging of two other catalogers, and the filing done in the official catalog and branches. The head cataloger revises the work of the first assistant and of two other catalogers, and also the filing in the main catalog. The head cataloger and the first assistant divide the revising of the typist's work (the writ-

ing of cards and pockets, pasting in of dating slips, labels, and perforating).

Twice a week books are sent to the library bindery to be numbered. The revising of the numbering is done by the head cataloger. Books new to the circulation department are exhibited each Monday.

The shelf lister devotes the last week of each month to withdrawal records. The branches first withdraw books on their shelf lists, and take out of their catalogs cards for any books they do not wish to replace, notifying the catalog department of cards withdrawn, so that it may enter a note to that effect on the union shelf list.

One cataloger's particular work is that of reclassifying books from the Perkins system to the Dewey classification, with the assistance of a typist.

The head cataloger prepares library bulletins and edits all library printed lists.

University of North Carolina: Books come to the catalog department after being accessioned and pasted in the order department. The order librarian orders L. C. cards when accessioning books.

The first assistant arranges the books in the catalog department, and attends to routing them through. Books waiting for L. C. cards are arranged alphabetically on shelves; books that need cutting are separated, to be cut while waiting for L. C. cards; and pamphlets are sent to the mending room to be put in pamphlet binders.

When the cards come, the first assistant places cards or "N. P." slips in books, reserving books with orders marked O, C, or R. The bulk of the new books go to the head cataloger's truck to be classified, the first assistant takes charge of added copies and added editions, and the second assistant catalogs the fiction. The first assistant takes some of

the new books, especially those with no L. C. cards, and some are dealt out to the second assistant. They prepare the books for typing, classifying, assigning subject headings and book numbers, and writing form for the first cards if there are no L. C. cards. All this is revised by the head cataloger before typing is done. Books that the head cataloger classifies, and prepares for typing, go on to the second assistant for typing.

The first assistant revises typing of the second assistant, and the head cataloger revises that of the first assistant. Books are then stacked on a work table for a student assistant to mark at night. The first assistant revises marking before the books are ready for the shelves, and sorts department books.

The first assistant sorts cards once a week, the second assistant files them; the head cataloger revises filing of catalog cards, and the first assistant revises filing of shelf list cards. L. C. order cards are returned to the order librarian, who uses them in preparing the new book lists every week. The first assistant sees that duplicate cards are sent to department libraries having catalogs, and that these cards are checked on the main shelf list as being made.

Books travel in this process from one end of the catalog room to the other.

Oberlin College: L. C. cards are ordered by the accessioner. When books have new titles they are brought to the cataloging room, where they are arranged numerically by accession numbers on the shelves, where they await reports from the Library of Congress. When the cards are received, the books are classified and shelf listed by the head cataloger and the first assistant. Books with reports from the Library of Congress marked "Out," "C," or "R," are usually held for

cards, but we do not hold books for any other reports. They are fully cataloged by the staff.

After books are classified, those with L. C. cards usually go to the untrained assistants to have cards typed, etc. Cards and books are then revised by the head cataloger and are sent to be labeled and have numbers put on book pockets and book cards. The books are then ready for circulation.

Books for which we do the cataloging, after being classified and shelf listed and having subject headings assigned, go to trained catalogers. We use a unit card system. The cataloger makes the main card and also the shelf list card, which replaces temporary manila slips put in the shelf list by the classifiers. The cards and books are then revised by the head cataloger, and books go on for labels and then on to the shelf. The main cards go to the typist, who types up the set of cards indicated by the tracing. All these cards are finally revised. All cards go to an untrained assistant to be red-lined and put in a preliminary file. They are then brought to the head cataloger, who goes through them to get additions for the Union List of Serials. They are then ready for filing.

The cataloging of serials and all additions is handled separately by trained assistants. New titles are turned over to the classifiers and in turn are given to the catalogers.

Chapter II

INVENTORY, INSURANCE, AND ACCOUNTING

I. INVENTORY

The reports show a great variation of practice in regard to the frequency with which inventory of the books is taken. In many libraries inventory is an annual affair, like spring housecleaning; in almost as many others it is a biennial burden; in many, it comes less frequently, and in some very irregularly; in a few it is a continuous process, with some part of the staff always engaged in taking inventory of some portion of the collection; in some, on the other hand, it is never taken, either because time does not permit or because it is not thought worth the time that it requires.

In several libraries a "book census" is taken more frequently than a complete inventory. Whereas an inventory either does or does not account for every individual book in the library, a census consists merely of a count of the books, in each class, that can be found on the shelves or can be accounted for in the circulation records or elsewhere. The census thus reveals the number of books that can be accounted for, and therefore, by subtraction from the statistics of the accession records, the number of books that are missing, but does not show which books are missing. A full description of a book census which was taken in the St. Louis Public Library in 1917, in which nearly half a million volumes were counted in about four hours, is given in *Library Journal,* 42:369-71.

A census is taken once a year in New Rochelle, N. Y., alternating with biennial inventories, and in Oakland, Calif.,

where it is supplemented by complete inventories of certain classes only when such inventories are thought necessary. Chattanooga no longer takes inventory, but a census of the rare books and the reference collections is taken every two years. St. Louis formerly took a complete inventory every two years, but now takes a census every two years, with inventories at irregular intervals. Bryn Mawr College formerly had biennial inventories, but now finds it impossible to take a complete and thorough inventory oftener than every three or four years; books in the collections that are deposited in the halls of residence (see volume one, page 239), and books in the model library, are inventoried every year, and a census of all classes is taken every year. The State College of Washington, where no regular inventories are taken, tries to take a census twice each year.

Among both public libraries and college or university libraries, an inventory is an annual task in a much higher proportion of the small libraries than of the larger: in approximately one-fourth, only, of the libraries reporting in Class A (more than 100,000 volumes); in approximately one-third of Class B (50,000-100,000 volumes); in nearly 60 per cent. of Class C (20,000-50,000 volumes); and in approximately 70 per cent. of Class D (less than 20,000 volumes). These percentages are not computed with exactness, for the reports indicate that the practice of many libraries is somewhat variable, but they are sufficiently exact to indicate a general trend away from complete annual inventories as the increasing size of the collection increases the difficulties of the process. Even among the larger libraries, however, approximately one-half report that inventory is taken, of at least the major part of their collections, not less often than every two years.

Among the large public libraries where a complete inven-

tory is taken annually, are Boston, Grand Rapids, Jersey City, the branch libraries of the Circulation Department in New York, Rochester, San Francisco, Syracuse, and Washington. In Washington, however, inventory of the children's collection is no longer taken. At Pratt Institute Free Library the main collections are inventoried every year; in the general reference room, the art reference room, and the applied science reference room, the inventory is taken monthly, or progressively. Among the colleges, annual inventories are taken at Colgate (except in the class Religion, which is now inventoried only every two years), Cornell (done continuously through the year), Haverford, the University of Maine, University of Minnesota (except that remote "deposits" and some small special collections are not reached every year), Pennsylvania State College, Radcliffe, the University of Washington, and Wesleyan. At Brown University inventory was formerly taken every year, but is now taken for the general collections only every second or third year. At the University of Montana the annual inventory has recently been abandoned, except for the departmental libraries, and the general collections are now inventoried only every third year; at the University of California complete inventory is still taken each year, but spreading it over three years is now under consideration.

Among the libraries where a complete inventory is taken every two years are the University of Oregon and the Oregon State Agricultural College, and the public libraries of Davenport, Knoxville, Long Beach, Sacramento, Salt Lake City, and Tacoma. In Seattle inventory is taken at the branches every two years, and at the central library about every five years. Several others complete an inventory every two years, taking certain classes one year and others the next. Thus Brooklyn takes inventory of fiction and

foreign books in the even years and non-fiction in the odd years. New Rochelle takes fiction one year and non-fiction the next. In Sioux City inventory is taken at the central library one year, and at the branches the next. Cedar Rapids and Muskegon, Miami University, and the University of Texas, cover about half of their entire collections every year, and Oberlin College about one-third of its collection. Working on the same principle, the University of Indiana covers certain classes each year, covering the whole library in three or four years.

At the John Crerar Library inventory is now taken continuously by two members of the staff, averaging about two hours a day; at this rate the inventory of the entire library will take about four years. In the Reference Department of the New York Public Library inventory is being taken continuously by a special inventory staff, under the supervision of the chief of stacks, and is completed once every four or five years.

As is brought out in some of the foregoing reports, in many libraries certain sections are inventoried more frequently than others. In public libraries the classes which are most generally selected for the more frequent inventories are the reference collections, rare books, and other special collections, and sometimes the fiction and children's books. Among the reports from public libraries, illustrating different schedules for different classes, are the following:

Buffalo: One-fifth of the general collection at the main library is inventoried each year, and one-third of the children's collection; the branches inventory their fiction one year and their non-fiction the next; the reference department at the main library takes inventory, from its own shelf list, every three months.

Cleveland: Annual inventory is taken of the circulating

collections at the main library, and of the departmental and branch collections. Inventory of the main library's reference collections is completed once every three years, one-third being taken every year.

Des Moines: Books in the main library stack are inventoried once every two years, and all other books every year.

Duluth: Inventory of fiction is taken once a year, and of other books at irregular intervals.

Indianapolis: Annual inventory is taken only for the reference collection of the central library. The branch collections are inventoried every two years, and the circulating collections at the central library every four years.

New Haven: Annual inventory is taken in the branches and for the open shelves at the main library. Other parts of the collection are inventoried every second year.

Omaha: A few departments and collections are inventoried annually; others, very seldom.

San Diego: The branches take annual inventories. At the main library, fiction is inventoried one year, circulating nonfiction the next, and the main reference collection once every five years.

Toledo: Inventory is taken annually, with exception of the adult collections at the central library, which are not inventoried at stated times.

Reports from some of the colleges with irregular schedules are as follows:

Brown: A complete inventory is taken every second or third year, during the summer vacation. The reference collection and the Students' Library (see volume two, page 168,) are inventoried more frequently.

University of California: Inventory of the general collections is taken once a year, and of all reserved collections and the open-shelf collection in the reading room twice a year.

University of Chicago: While our preference is for annual inventory of all books, in actual practice only certain reference collections are checked by the shelf list. During the last few years no inventory has been taken of books in the stacks.

The University of Colorado, Hamilton College, and the University of North Carolina report that certain much-used classes are inventoried more frequently than the main part of the collection. Several others, including the universities of Montana and North Dakota, give special attention to the departmental libraries.

Infrequent inventories are reported by Atlanta (from two to four years apart), and by Detroit and Louisville (from three to five years apart). Berkeley reports that its first inventory in more than ten years was taken in 1925. Inventories at "irregular" times are reported by Dayton, Gary, Pittsburgh, St. Louis, and St. Paul, among the public libraries, and by the University of Missouri, Princeton, the State College of Washington, and Yale. Minneapolis takes annual inventories of the branch collections, but at the central library only on decision of the librarian.

Some of the reports which state that inventory is taken very infrequently, or never, imply that this is because of unhappy circumstances over which they have no control, and express a desire to take it more frequently, or at least a feeling that they should do so. One public library, situated in New England, confesses that it is taken "as seldom as conscience will permit." A few, on the other hand, have definitely and deliberately abandoned the inventory. Thus, the University of Pennsylvania reports: "We no longer take an inventory. Its cost, for us, is not justified by results. When a book is missing, this fact is reported to a member of the shelf and stack department, whose chief business is

searching. She usually finds the missing volume, either at once or soon. Sometimes she fails. Then, if the book is urgently needed, another copy is bought or borrowed. If the need is not urgent, the title goes on the 'missing list,' and remains there (being searched for now and then) for fifteen months. Then, if not found, it is considered lost, and the cards are removed from the catalog unless decision is made to replace the book. This procedure serves our purpose fairly well, and costs much less than inventory."

In Bridgeport Public Library annual inventory is taken at the branches, but there has been no inventory at the central library since 1918, when reclassification and recataloging were begun, which of course include, automatically, a gradual inventory. Some doubt is expressed as to the value of inventories in a large collection, on the ground that if a lost or misplaced book is not missed, this is an indication that it is not needed.

Method of taking the inventory.—Nearly as great variation is shown in the method of taking inventory, and in regard to the department under whose supervision it is conducted, as in regard to frequency. In most of the libraries reporting, the work is done under the supervision of either the catalog department or the circulation department, although all departments usually assist in the inventory of their own collections, or take charge of the actual checking of the books. In the public libraries the branches are ordinarily responsible for the proper prosecution of their own inventories.

Among the public libraries in which the catalog department supervises the inventory are Atlanta, Louisville, Minneapolis, St. Paul, Seattle, and Washington; among the college libraries are Hamilton, University of Missouri, Oberlin, University of Pittsburgh, and Washington University.

The circulation department supervises the inventory in

East Orange, Gary, Salt Lake City, and Somerville, among the public libraries, and in the University of California, University of Minnesota, Princeton, and the University of Washington. At Cornell and at Yale the shelf department has supervision. At the University of Iowa the inventory of the main collection is taken under the supervision of the circulation department, and the supervisor of departmental libraries has charge of the inventories of the departmental collections.

The process of searching for books reported missing at inventory is continued in some libraries less than six months: in Brooklyn, for example, two months; in Los Angeles, about three months; in Washington, about four months. In several others it is continued, irregularly, in some for about two years, as in Utica, or three years, as in Buffalo. Many report that the search is continued indefinitely, but the most usual period is one year.

In regard to the time when a book which is missing at inventory is considered definitely "lost," and is cancelled on the records, the practice of a large majority is rather evenly divided between waiting for a second inventory, and treating it as lost as soon as search for it is discontinued after the inventory at which it is reported missing. Among those which wait for a second inventory are Atlanta, Boston, Indianapolis, Los Angeles, New Haven, and Washington, among the public libraries, and Amherst, Bryn Mawr, University of California, and University of Washington, among the colleges. The records are cancelled after the first inventory in Brooklyn, Chicago, Cleveland, Detroit, St. Louis, and Seattle, among the public libraries, and at Oberlin College and Yale.

The process of taking inventory differs very greatly at many points. The following description of the procedure at East Orange illustrates the general method which is followed

in most libraries, in fundamentals, allowing for the variations in detail, some of which are noticed below.

"Two of the staff, working together, read the shelf list at the shelves, for not more than one hour and a half at a time, one reading from the shelf list and the other from the shelves. Cards for all books that are not on the shelves are turned up; if there is more than one copy or volume, and one or more are missing, the missing copy or volume numbers are written on the back of the card. Each book that is handled is revised to be sure that it contains the proper book card. Books on the 'new book' table, special display cases, and restricted shelves, are examined at once for books not found in their places on the regular shelves. For each class that is read the book cards in the circulation tray are also examined for a record of books not found on the shelves.

"Titles, including copy and volume numbers, still not found, are listed on 8½" x 11" sheets, giving for each item the call number, author's surname, title, accession number, copy number, and volume number. When this list has been revised all shelf list cards are turned back into position, after marks made on the back have been erased, and the shelf list drawers are replaced. The books listed are then searched for in the catalog room, among books awaiting binding or mending or discarding, in the reserve collection, on the shelves in the order room, and all other places where they might be found. Each title found is crossed out on the list. The list is collated in like manner with the file of book cards representing books at the binder's or awaiting discarding.

"Search for the books that are still not found is made again within one week. A new copy is then made of all remaining entries, and search for these is continued as time permits.

"In the process of taking inventory, a record is made of every discrepancy, of everything which seems wrong with re-

gard to discarded entries or previous inventory items, and of everything which is not perfectly clear and according to rule. These records are given to the catalog department, that the discrepancies may be investigated. The lists of missing books are collated with previous inventory lists, and if any books missing at a previous inventory have been found, note of that fact is made on the lists of that inventory. This collation is made with all previous inventory lists that are still on file. Search for missing books is continued definitely for six months, but the final report is not compiled until the end of the year. Books are not considered lost, or cancelled from the records, until they have been missing in three successive inventories."

The chief variations of practice are found in the method of listing or checking the books during the continuance of the inventory. The most usual method is to turn up the shelf list cards for books which are not found on the first reading of the shelves, and afterward to list these titles on sheets or on separate slips; or to list them at once, leaving the shelf list cards in position. In Kansas City, for instance, the numbers and titles of all books not on the shelves are listed, by classes, and then are checked off with the circulation tray, the bindery, and other shelves or records. In Washington, for fiction the shelf list cards are marked for each title or copy that is found; for non-fiction, volumes or copies not found are noted on the shelf list card. In Long Beach the shelf list cards are checked as the books are found; marked "c" for books in circulation; "x" for books at the bindery; and with the initial of the branch or station to which a book is charged. In Toledo the book cards, as well as the shelf list cards, are marked as the books are found. Minneapolis and St. Louis place a mark or a stamp in the book, as well as on the shelf list card, to indicate that it has been handled.

Similar variations in detail are shown among the college libraries. At Colgate, for instance, as each section is read, missing numbers are listed, and after due revision this list is copied in loose-leaf book form for use at the loan desk, and a duplicate in shelf list form is made for the catalog department; during the year this "missing list" is checked over by a student, and if an item remains on the list for several years it is usually withdrawn. Some losses must, of course, be replaced at once, without waiting for the possible recovery of the books. At Northwestern books not found on the shelves are listed on separate slips. At Princeton and the University of Washington the shelf list cards are turned up, for volumes not found in their proper places, until the books are found elsewhere or are listed as missing. At the State College of Washington the shelf list cards are marked for each book that is found.

At the University of Iowa, in taking inventory of the departmental collections, clips are put on the shelf list cards for books that are missing; when more than one copy or volume is to be recorded on a single card, a pencil mark indicates which copy or volume is missing; the clips are removed when the list of missing books is put into permanent form; after an indefinite period all records of missing books are removed from the cards. At the Stockton, Calif., Public Library a color position method of metal signals is used, the signals being easily attached to the top edge of the shelf list cards, the position indicating the copy number so that no marking or erasing is necessary.

In Cleveland Public Library each department and branch takes the inventory of its own collection, and the shelf division has charge of the inventory of the main library divisions. The final records and statistics for the whole system are cleared through the catalog department. The statistical di-

vision of the accounts department totals and cumulates the figures for the annual report. Alternative methods of taking the inventory are allowed and are in use. Under one method the shelf list is marked, with the date or by a check in the date column, for each book as it is found, and a "missing list" is then drawn up for search; the shelf cards are printed with columns, which provide for fifteen inventories for seven copies or five inventories for fourteen copies; the latter is used for juvenile fiction and fairy tales. Under the second method an inventory card, bearing the call number and the accession number, is inserted before the shelf card when a book is not found; the "missing list" is prepared from these inventory cards, and the shelf list is not marked at all until the close of the inventory; this method is little used except for the reference collections, or other classes where few copies are likely to go astray.

Losses recorded at inventory.—Few reports were received concerning the distribution, by classes, of the books reported missing at inventory. Many libraries stated that no classified record is kept. The following tables give the percentages that were reported, for the last inventory preceding the questionnaire. Many of the percentages were reported as "approximate," and undoubtedly represent an estimate, rather than a count.

PERCENTAGE OF BOOKS MISSING IN INVENTORY

Public Libraries, Class A

(More than 100,000 Volumes)

Name	Adult Fiction	Adult Non-Fict.	Juvenile Fiction	Juv. Non-Fiction	Reference
Atlanta, Ga.	32.	22.	21.	23.	2.
Boston, Mass.	33.	47.	10.	5.	5.
Chicago, Ill.	35.45	30.03	Total Juv.=	34.50	.002
Cleveland, O.	26.83	24.22	14.52	33.47	.94
Hartford, Conn.	46.	23.	19.	12.	
Jersey City, N. J...	28.	20.	33.	19.	

Name	Adult Fiction	Adult Non-Fict.	Juvenile Fiction	Juv. Non-Fiction	Reference
Kansas City, Mo. ..	28.	6.	52.	14.	
Rochester, N. Y.....	27.	19.50	18.75	33.33	1.33
Salt Lake City, Utah	35.	40.	Total Juv.=	24.	1.
Tacoma, Wash.	30.50	44.50	9.50	12.25	3.25
Waterbury, Conn. ..	41.70	17.10	19.60	19.60	2.
Wilmington, Del. ...	28.	31.	17.	22.	2.

Public Libraries, Class B

(50,000-100,000 volumes)

Name	Adult Fiction	Adult Non-Fict.	Juvenile Fiction	Juv. Non-Fiction	Reference
Chattanooga, Tenn...	30.	20.	25.	10.	15.
Dallas, Tex.	41.50	40.50	9.	8.	1.
Decatur, Ill.	32.	43.	10.	9.	6.
Long Beach, Calif...	33.37	46.78	7.43	9.30	3.12
New Rochelle, N. Y.	45.	11.	21.	23.	
Pomona, Calif.	45.	30.	15.	8.	2.
Racine, Wis.	20.	15.	35.	25.	5.
Rockford, Ill.	25.20	22.	29.20	21.00	2.60
Saginaw, Mich.	47.	15.	22.	16.	
Sioux City, Ia.	33.	45.	8.	6.	8.
Superior, Wis.	40.	30.	20.	10.	
Troy, N. Y.....	24.87	50.80	14.33	7.87	1.83
Wilkes-Barre, Pa. ..	17.	28.	16.	37.	2.

Public Libraries, Class C

(20,000-50,000 volumes)

Name	Adult Fiction	Adult Non-Fict.	Juvenile Fiction	Juv. Non-Fiction	Reference
Boone, Ia.	40.	20.	25.	10.	5.
Cleveland Heights, O.	42.	28.	18.	10.	2.
Danbury, Conn.	41.	17.	19.	22.	1.
Dubuque, Ia.	35.	10.	33.	20.	2.
Elmira, N. Y.....	50.	44.	4.	1.90	0.10
El Paso, Tex.....	25.	41.	13.	21.	
Hibbing, Minn.	25.	15.	20.	40.	
Highland Park, Mich.	39.	28.	20.	10.	1.30
Little Rock, Ark....	25.	15.	35.	20.	5.
Mason City, Ia.....	41.	15.	24.	20.	
Missoula, Mont.	19.	55.	12.	10.	3.
New Brunswick, N.J.	10.	15.	50.	20.	5.
North Adams, Mass.	25.	15.	40.	20.	
Norwood, Mass. ...	29.	17.	33.	21.	
Owatonna, Minn.....	50.	25.	15.	10.	
Sioux Falls, S. D...	48.	32.50	8.	11.	0.50
Waterloo, Ia.	43.50	30.	12.	12.	2.50

Only a very few college or university libraries reported on the distribution of the missing books, presumably because fiction is a much smaller part of the collection than in public libraries, and there is usually a much less definite distinction between circulating books and reference books. Most of the few reports which were made were stated in approximate terms.

II. INSURANCE

Several libraries report that no insurance is carried. Among these are Brockton, Mass., Omaha, Queens Borough, N. Y., San Francisco, and Washington. In Boston the city carries no insurance on any of its property, and no insurance is carried by the library on any of the library buildings or their contents. In Detroit no insurance is carried; the understanding with the city is that nothing but fireproof buildings will be erected for libraries, and the risk of loss is assumed by the city. Rochester reports that no insurance is carried, as it is the policy of the city to assume the risks on all city buildings on the theory that the possible occasional loss of a building would cost less than the amount that would have to be paid annually if all buildings were insured. This same policy is followed by the federal government, which carries no insurance on any government buildings. In Seattle all fire insurance policies were cancelled several years ago on the recommendation of a firm of efficiency experts. This firm made a survey of Seattle city departments and stated in its report, concerning insurance on the public library: "In this department payment is made of an annual average of $426.12 for insurance. The practice of carrying insurance on the central and branch libraries is open to question, and we consider that, as the libraries are in reality the property of the public, the city could well save this expense and carry its own risk by allowing the various policies to lapse."

A tabulation of the total amount of insurance carried by the libraries reporting, of the rate and the amount of premiums paid, would be of very little significance without much further information than it has been possible to obtain. Many of the reports do not make it clear whether their figures cover the central library only or also the branches. In many cases the figures are not given separately for insurance placed on the building, on furniture, equipment, etc., and on the books and the catalogs and other records. Comparative statements concerning the amount of insurance carried should also take into consideration not only the location and the nature of the building, but the nature and the value of the book collection, and other factors which are not readily expressed in statistics.

Very little definite data was secured from the replies concerning the basis of valuation of books for insurance purposes, and the method of arriving at the value of the book collection, and whether depreciation is charged off from the cost price of the books. Reports concerning the basis of valuation range from 60 per cent. to 100 per cent. of the cost price of the books. Some report that the actual cost price is taken, and insurance is carried up to a certain percentage of the total value. Many libraries estimate the value of the books at a certain amount per volume. These estimates vary from fifty cents to three dollars a volume, or to larger amounts for certain classes. Some make estimates separately for different classes: for example, $1 a volume for fiction and juvenile books, $2 a volume for ordinary nonfiction, and $3 a volume for periodicals and reference books.

The following reports are presented to illustrate the practice of some of the libraries which made definite reports concerning the valuation of their collections for insurance purposes.

Berkeley: "Any attempt to value the book collection in a library with complete exactness and accuracy would seem to involve a tremendous amount of bookkeeping, and we have never had the courage to attempt it.

"On the main library building we carry 70 per cent. of the valuation of the building, which entitles us to attach a 'reduced rate average' clause to the policies and to receive a discount from the regular rate; 90 per cent. of the valuation is carried on three branch buildings, and entitles us to a reduction in the insurance rate. We do not attempt to obtain a reduced rate on the contents of the building, as it seems to be too difficult to obtain an accurate appraisal of the value of the contents.

"The valuation of the books in the main library building is based on the actual physical count of books on the shelves. In making the valuation we have estimated that 5,000 books are of no value whatsoever so far as replacement is concerned. The other books are divided into four groups as follows:

"1. Books of special value shelved in our closed section, which we value at $4 per volume based on actual physical count.

"2. Bound periodicals, valued at $3 per volume.

"3. Reference books, valued at $2 per volume.

"4. General collection of all books, adult and juvenile, valued at $1 per volume."

Brooklyn: "Books at branches purchased from city appropriations are not insured. Books belonging to the Brooklyn Public Library corporation, consisting of the original Brooklyn Public Library collection augmented by purchase from private funds or bequests, are insured. Of these books some of the most valuable, which are listed by titles in the policies, are insured for 100 per cent. of their value; all others are lumped together at a 'salvage' rate of $1 per volume."

Cleveland: "No insurance is carried on the main library and branch libraries or their contents. A fund is being accumulated for self-insurance. It began by appropriating $25,000 to this fund and by paying into it each year the amount which we had previously been paying for regular insurance. The fund has now grown to over $100,000, and it can grow by its own interest hereafter, if necessary, until it reaches about $200,000; thereafter, unless needed to replace damage by fire, the interest on this fund can be used for other library purposes."

Denver: "Books in the main library's collection are insured at a low valuation of fifty cents per volume because the building is fireproof and is located in the civic center, with no other buildings near. In branches where the fire hazard is greater, the valuation is $1 per volume on the books, and the buildings are valued at the original construction cost. We have not estimated the depreciation on the value of the books nor have we added insurance to cover the growth of the library each year. The figure is left as it was made a few years ago because we do not think it necessary to increase our insurance because of the low fire risk in our main building."

Des Moines: "We carry a small amount of insurance on the contents of the main library. On the branches occupying buildings subject to fire hazards, insurance is carried on the contents, valuing the books at 50 per cent. of their cost price. Our method of arriving at the value of the book collection in the branches was the one followed for our state inventory some years ago: reference books, $4; non-fiction, $2; fiction and juvenile, $1. This was worked out rather superficially upon the basis of one of our branch collections which we thought could be replaced at those rates. The insurance company accepted this basis, and then we insured the contents of the branches for about one-half of the value as esti-

mated. There has been no change in value and nothing charged off for depreciation from year to year. We thought that the constant discarding, replacing, and addition of new books would keep the estimate at about the same figures until our branches were large enough to house more valuable collections. At present they have from four to seven thousand volumes with very few reference books.

"We have had no fire losses in our branches. A fire loss in a settlement house where we have a library station, was adjusted upon a basis of $1 per volume."

East Orange: "The city of East Orange has a system of insurance covering all city property on a five-year premium basis with an 80 per cent. co-insurance clause. Premiums are paid by the city and are not included in the library budget. The books are based on a valuation made in 1926 of $1.50 per volume."

Grand Rapids: "In Grand Rapids the board of education, in which title to all library property is vested, carries no insurance. Insurance is carried by the library, however, on one branch collection and on the main library to the extent of $25,000 on the building, and $50,000 on the contents. The building being fireproof and largely isolated, it is thought that any damage would be largely covered by the amount of insurance carried; and in any event it would give the library funds for immediate use to replace losses of any magnitude."

Toledo: "In Toledo the books are valued on the following basis: $2 per volume for adult circulating books at the main library, omitting fiction; $2 per volume for adult reference books at the main library; $1.25 per volume for all other books."

Wilmington, Del.: "Wilmington values the books at the actual cost price with an annual depreciation charge of 4 per cent. Records are valued merely on the basis of cost of the material used."

III. COST ACCOUNTING

Because of the obvious difficulties of exact cost accounting for public libraries with a large number of branches, a number of large libraries were asked for statements describing their methods. The replies received are as given below.

Chicago: "This library has no cost accounting system, although we have records of supplies and books distributed to the various branches and agencies in such form that it would be easy to arrive at a rather definite figure of cost for each of these divisions if it were found necessary. Thus far we have not felt impelled to go into the matter."

Cincinnati: "We do not have a complete cost accounting system. We do, however, keep an exact cost of maintenance of our branch libraries which are housed in separate buildings. This cost includes every item except the overhead expense entailed at the main library in supervision and cataloging. All other expenses are charged against the branch. The reason why we do not go any further in keeping the cost is that the expense entailed would not be justified.

"We have one employe, designated as executive secretary, who attends to all the details of the receipts and disbursements of library funds. He is the bookkeeper, custodian of buildings, secretary of the board, acting treasurer, and business manager, since he acts as purchasing agent of supplies, but not of books. He looks after the mechanical and janitorial force in the buildings, but all employes, and the entire library system, are under the immediate control and direction of the librarian.

"We do not own automobiles, since we find it less expensive to hire them when needed. The reason large commercial organizations find it necessary to keep exact accounting systems is that they are generally operated for profit, and must have an income as well as an outlay. With a public library,

the income is generally received from one source, and the principal part of the bookkeeping is to look after the expenditures."

Cleveland: "This library has never gone into exact cost accounting to the extent of pro rating overhead expenses of all kinds, believing that it would be a process too expensive to justify the results, and that the money which would be required for such cost accounting can be more wisely spent in buying more books to help meet the needs of readers. Total costs for the system are, however, analyzed quite closely."

Detroit: "In Detroit an account is kept of the money spent from each of the library's funds for each department and branch. Requisitions for supplies taken from the general stock are also priced and distributed in this way. The object has been to determine the cost of maintaining one agency as against another and in regulating the approval of requests for supplies, reports, etc. The distribution of book and periodical expenditures is recorded by the order department. A cost record of branch salaries is sent semimonthly to the chief of the extension department. The cost records are invaluable."

New York: "In this library we have a system of cost accounting in our printing office and bindery, and also in connection with the force engaged in heating, cleaning and repairing the central building. We do not have anything like a cost accounting system in connection with ordinary library work, such as cataloging processes, service to readers, etc. We should qualify this statement by saying that at various times we have tried to learn how much it costs to catalog a book or serve a reader, and how much other bits of our regular routine cost us. These figures, however, are not kept regularly, and they are misleading unless they are considered in relation to the cost of related processes."

Pittsburgh: "While we have a cost system, no attempt whatever is made to charge any department or branch with overhead. All charges center in the main library, except where the employe or expense is a directly known charge to a department or branch. In fact, we are governed largely by the budget set-up of the city council when making their annual appropriation. In this set-up all the employes, from the director and custodian of buildings down through the janitors and attendants, are listed in such a way that their positions and places are clearly shown, and the pay roll charges when approved are entered accordingly. If building repairs or remodeling are required at any branch the work is done by a staff from the main building, and no particular or specific charge is made against the branch for that work. This also applies to all transportation.

"All salaries for the regularly employed staff of a department or branch, and the books and periodicals purchased for that department or branch, are charged directly to the department or branch concerned. Engine room, janitor, and building supplies, and light and heat, are charged directly to the branch. Estimates and costs for all departments, including the order department, catalog department, reference department, etc., are recorded in such a way that the director can ascertain from his office records at any time expenses so involved. We do not consider, however, that the result obtained by an elaborate and detailed system is worth the time and expense required."

Portland, Ore.: "The record of our disbursement sheet is cumulated every month, so that at any time we can see the expenses of the different committees. It does not carry out cost accounting to the last detail, but it has been in operation for years and has always proved satisfactory. It shows the maintenance and upkeep expenses of the different branches,

but not of the different departments, which come under the central committee and are lumped together. Books are not charged to any department or branch, but the order department keeps a strict account of the amount spent by each branch so that this can be added to the library extension column at any time. Cataloging expenses all come under the administration committee, as do also the expenses of the general office. It would be pretty hard to pro rate these. Following out a cost accounting system in detail would be a large expense, although it might satisfy some taxpayers who are interested in the cost of various phases of our work."

Seattle: "The Seattle Public Library has never installed a system of cost accounting. We do, of course, keep a large number of records, so that we can tell, for instance, what we pay at each branch for salaries, books, gas, water, fuel, and certain other items. This record, however, is not complete. We do not attempt, for instance, to apportion the cost of binding, janitorial supplies, printing and stationery. For such items it would be very difficult to make an accurate segregation. A complete system by which every bill and every expense is analyzed and charged to the proper departments, branches, etc., has never been attempted, as the cost hardly seems worth while."

Chapter III

BINDING AND REPAIR

I. CARE OF BOOKS

Treatment of new books.—Approximately one-third of the libraries of less than 50,000 volumes, but very few of the larger, report that all new books are carefully "opened," to guard against subsequent breakage of the binding. Wilmington, Del., says that this process does not pay for the time required, and a large majority are apparently of the same opinion. Among those which report that all new books are thus treated are the public libraries of Duluth, Evansville, and Salt Lake City.

Many libraries report that this precaution is taken with the more expensive books. A few mention a definite price, above which all books are opened with care: for example, in Brookline, all books costing three dollars or more; in San Diego, all books over five dollars. Among others which merely report that the more expensive books are handled in this way, without specifying any definite cost price, are Boston, Bridgeport, Brooklyn, Cleveland, Detroit, Indianapolis, Kansas City, Los Angeles, Minneapolis, and Seattle. Several others report that only books which seem especially to need it are thus treated. Many state that an effort is made to have at least the more valuable books carefully opened, so far as time permits, but that the practice is not absolutely uniform. One university says: "Theoretically, all books are carefully 'opened,' but in practice, very few, because of press of work. This is not true economy, and a change will be made."

Dusting of books.—The reports indicate great differences in regard to the assiduity with which libraries endeavor to prevent the accumulation of dust on their books. Apart from the efforts (see volume three, chapter three, on publicity) to keep the books in as constant circulation as possible, many different methods are employed. Some dust by hand and some by vacuum cleaner; some by a regular system and at regular times, and some irregularly and, it would appear, infrequently. Some speak with resignation, and some with unconcealed pessimism, of the hopelessness of the endeavor to keep books clean; others speak hopefully, or even with confident satisfaction. The general practice, in short, seems to be to keep them as clean as possible by dusting as often as the task can be accomplished. One library until recently dusted all books by hand once a month, but reports that the collection is getting too large for this and "we are now as dirty as most other libraries." Some of the specific reports are as follows:

Albany, N. Y.: Books are cleaned with a vacuum cleaner every six weeks. Brookline: Books on open shelves are dusted frequently, and the stacks, perhaps once a year. Dusting is done by hand, with a cloth sprayed with Orient spray, a paraffin preparation. Results are very satisfactory. Dallas: Some are dusted every day, and all are taken from the shelves one by one and dusted by hand twice a year. Indianapolis: Dusting is done by hand, aided by a vacuum cleaner on free open spaces, on a regular schedule. Jersey City: Open shelves and books in public rooms are dusted once a week or oftener, and the stacks every three or four weeks. The dusting is done by hand. In Muskegon dusting is a continuous process. A cleaning woman is employed half-time and spends most of her time going the rounds systematically.

Colby College: The 25,000 books that are most used are dusted monthly by hand. Books that are infrequently used are dusted semi-annually or when circulated. University of Chicago: Departmental libraries are cleaned by vacuum about every two years. The general stack is cleaned by hand constantly, a round being completed about every nine months. University of Michigan: The shelves are wiped off about once a month, and the books are occasionally cleaned with a vacuum cleaner. University of Missouri: Books are cleaned annually with a vacuum cleaner. Vassar: Cleaning is done systematically once a year, and frequently, as needed, when the shelves are dusted.

Inspection of books after circulation.—Nearly all of the libraries reporting state that all books are examined, on return from circulation, for loose leaves or plates or other defects. In most libraries the examination is made by the loan desk attendants when slipping the books, by a reviser, or by the individual pages or the head page when shelving. Thus Brooklyn reports that all books are examined for mutilation, etc., when they are being slipped at the charging desk; Chicago, that books are inspected at the loan desk by a bindery assistant who is stationed there; Cleveland, that pages, while shelving or shifting, watch for books in need of repairs or rebinding, and the assistants who verify the carding glance through the books as they handle them. In Dayton a thorough inspection is made daily at the receiving shelves, of all books returned either from circulation or from table use. This work is done by specially trained assistants. They remove all books with loose leaves, plates, etc., and also all books with major damages. If the damage is such that a fine is to be charged, a "Fine Slip" is inserted, with the nature of the damage noted, and the book is returned to the circulation department, where a notification is sent to the last bor-

rower of the book. All other books needing repairs are sent to the mending department, with a slip inserted noting the place of damage.

In many libraries the examination is rather casual. Thus, many state that "all books are hastily examined," or receive "a swift inspection from the desk attendant," or that "no careful examination is made," or indicate by similar reports that all books are presumed to be innocent of defects unless a hasty "leafing" of the pages shows them to be guilty.

Washing covers and pages.—Only a few libraries report that covers of books are washed, and fewer still report experience in washing the pages of books. Among the few specific reports are the following:

Brookline: Covers are washed and then shellacked, with very good results.

Cleveland: This is done to some extent but it is not practicable to carry it too far. The results vary according to the condition of the book and the quality of the paper. Egg albumen, a sizing used by binders in lettering, makes a satisfactory wash for book covers. *Formula,* four level teaspoons of size in one-half cup of cold water; cover, and let stand over night; add one-fourth cup of cold water with a drop or two of oil of cloves as a preservative. Apply with sponge or gauze. In supplying missing pages of books, soiled leaves are sometimes washed lightly with a soft cloth, wrung (not too dry) out of water. This is of little use if the pages are very grimy.

Dayton: Soiled covers and very soiled pages that need washing are noted at the time of inspection. In books with very soft paper, soiled pages are sometimes cleaned with an eraser or with very fine sand paper.

Detroit: Covers of some juvenile books are washed, with fair results.

Indianapolis: Book covers, and pages if of calendered paper, are sometimes washed if they are very dirty. With calendered paper the results are satisfactory, but spongy paper does not wash well. Not many books are cleaned in this way, for the process requires too much time.

Los Angeles: The book repairer determines whether the book shall be washed. The results are not very satisfactory, for on the original bindings the colors are likely to run, and on rebound books the finish on the buckram is taken off and the book has to be shellacked.

New York, Circulation Department: Covers and pages are washed to a certain extent, usually with good results.

Toledo: The general juvenile collections are cleaned in this way occasionally, and the school collection annually, with excellent results.

Use of shellac on book covers.—In addition to the very general use of shellac over the call numbers of books, approximately half of the public libraries of more than 20,000 volumes, many of the smaller public libraries, and several college libraries, report that shellac is used on either the backs or sides of certain books. The books which are most frequently treated in this way are juveniles, or books with light colored bindings, and other books which will receive hard use. Several libraries, including Beverly, Mass.; Galveston; Memphis; and Racine, Wis., state that all books, or nearly all, are so treated, and several others report that all juvenile books are shellacked. Some shellac the entire cover of the book, and others only the back of the cover. In Atlanta all books that are bought in resewed publishers' covers are shellacked by the dealer from whom they are ordered. In Chicago only rebound books are shellacked, and in Sioux City only books which have illustrations pasted on the outside of the cover. In St. Louis all juvenile books are shellacked,

using the best white shellac thinned with denatured alcohol (two pints of shellac to one pint of alcohol).

In Indianapolis shellac is used on the backs of all books except those with paper, linen, or leather covers. When leather bindings must be marked with white ink, shellac is used only over the part which has been inked. The light colored juvenile books are shellacked all over, with exception of the paper bound books, on which only the backs are shellacked.

In Galveston two coats of white shellac are put on nearly all books before they are put into circulation, as a protection against insects, particularly roaches, and against mold, and also to retard the fading of cloth covers in the light. In Tampa, Fla., "Nelbocolaque," a preparation made by the library, using a saturated solution of quinine sulphate in denatured alcohol (thinned with white shellac, about one-third solution and two-thirds shellac), is used on book covers as a protection against insects that eat plain white shellac.

In Cleveland, "Barco" is used on juveniles, rebound books with illustrations on the front covers, and books with bright or very light covers. Floor wax is used for fine books. "The results are very satisfactory. If colors are likely to run, the floor wax is usually better than the shellac."

In Dayton white shellac, thinned with denatured alcohol, is used on all juvenile books, all adult fiction, and all adult classed books that are bound in light colored cloth and paper. "Books so treated keep clean longer, wear better, and are more easily washed."

In Muskogee, Okla., both shellac and wax are used on the backs of all non-fiction, and on the backs and sides of all light colored juvenile books. The shellac is thinned with alcohol, and when dry, floor wax is applied and polished.

"The books remain clean and attractive, and waxing prevents the shellac from turning white with moisture."

In Somerville "Barco" is used on fiction, children's books, and large reference books such as dictionaries. "It gives a sub-gloss surface which is water proof, scratch proof, grease proof, and washable, and has increased durability."

Marking books with call numbers.—Use of paper or linen labels for marking call numbers on the backs of books is much more general among the college libraries reporting than among the public libraries. Among the college and university libraries which report the use of labels are Amherst, Brown, University of Chicago, University of Michigan, and Washington University. Among the few public libraries are Buffalo (except on rebound books), Kenosha, Wis. (white ink is used on reference books), Riverside, Calif., Rockford, Ill., and Terre Haute, Ind. Among the public libraries, the more general practice is to letter the call numbers on the binding with white or black ink, which when dry is coated with shellac.

With the exception of lettering with gold leaf, done by the binder on rebound books, only a few libraries report that gold leaf is used. In Detroit all new books have the call numbers lettered in gold leaf before they leave the catalog department; changed numbers for books in the main library are also so marked; changed numbers for books already in branches are marked in white ink at the branches; rebound books are lettered in gold at the bindery. In Rochester, books are marked in gold leaf by a man who is employed elsewhere during the day and does this work evenings and on Saturday afternoons. He supplies his own equipment, and all materials except a table and gas. The rates are two cents per line for names, titles, or numbers, and two-thirds of one cent for "J" on juvenile books. The library con-

siders this a very satisfactory and economical way of lettering.

Other libraries which report the use of gold leaf for numbers are the Newberry Library, and, for the more expensive books, Des Moines and Washington. In Cleveland, books with titles in gold are numbered with gold leaf; a special equipment is used for lettering, with black or white carbon, new non-fiction the titles of which are printed in black or in white. The equipment consists of brass type, set in a palette and heated on a gas stove, with a Stewart's finishing stand to hold the books. The method is similar to that of finishers doing gold lettering in library binderies. Ten girls, some of whom have had considerable experience, work at this part time, alternating with other work. The method is of course practicable only in large libraries. At the John Crerar Library magazines have the call number, title, volume number, etc., put on in gold leaf at the bindery; all other books have the call numbers put on in gold leaf, at the library, by an expert finisher. Formerly all books of large enough size were gilded on the top, but owing to the increased cost this is now done only for continuations of sets already started.

Various methods are reported for removing ink or gold leaf when a change of number is necessary. In Albany, N. Y., shellac is taken off with alcohol, and the white ink is then removed with water and a little rubbing, which is found as effective as vinegar, which was formerly used; binder's gold leaf is removed by dropping water on it, letting it stand for a few minutes, and then rubbing it with a cloth. In Buffalo, cloth binding is moistened with ammonia, or leather binding with paste, and the number is removed with a pointed wooden stick. In Cleveland the number is scratched lightly with a toothpick or dull awl dipped in water, thin paste, or binders' sizing. For black carbon or ink, denatured alcohol is

used; for white carbon, binders' sizing. A blotter is used to absorb the moisture.

Dayton reports that if black ink has been used directly on the cloth, it can not be successfully removed, but must be covered by a label in order to re-letter. If white ink has been used, it can be easily removed with the point of a knife. If gold leaf is used, and the book has not been shellacked, the lettering may be easily removed by a drop of water, allowing it to stand for five minutes, when it can be removed with a cloth. If the lettering has been shellacked, the shellac must first be removed with a knife.

In Detroit, if the gold leaf was put on without sizing it is removed with water. If sizing was used it is removed with ammonia or alcohol, preferably the latter. White ink is removed with ammonia. San Diego says that white ink is all too easily removed, by anyone, with a knife; gilt is removed with a sulphur match, and black ink with ink eradicator. Among many other methods reported are the use of turpentine; vinegar; chloroform; alcohol mixed with water; sulphur matches; and sand paper.

Most of the libraries reporting endeavor to have the call numbers lettered, or the labels attached, at a uniform height on the backs of the books, unless to do this would cover any essential lettering on the cover. The height varies, in different libraries, from one to four inches from the bottom.

Care of newspapers and other large volumes.—A majority of the libraries reporting state that bound newspapers and other large books, such as art folios, are shelved flat. Some report that this is not possible, on account of limited shelving space. In Peoria the oldest newspapers are shelved flat, but those of more recent years are shelved upright. In Dayton all bound newspapers and large volumes are shelved flat on specially constructed roller shelves.

Few methods are reported for the preservation of newspapers, apart from the precaution, which several mention, of storing in stacks or rooms that are removed from the direct rays of the sun. A California library reports that treatment is not necessary to insure preservation in their climate. In Northampton, Mass., the edges of the pages are waxed. New York, Reference Department, reports that "the best method that we have found for preserving newspapers is to paste a thin Japanese tissue on each side of the leaf. Eight newspapers are now so treated currently." At the University of Chicago the older papers are interleaved with heavy manila, to spare the corners of the volumes; some older papers are also encased in fine silk gauze. At the Library of Congress bound newspapers and other large books are shelved flat. Bound newspapers are not specially treated for future preservation except in the case of old volumes (eighteenth century, etc.) needing repairs. In these exceptional cases the breaks in pages are filled in with paper, and both surfaces of the page are faced with Japanese tissue.

Care of leather bindings.—Very few libraries report any systematic treatment of leather bindings with lubricants. At the Library of Congress the use of leather for binding (especially full leather upon which oily substances may be best applied) has been discontinued for working purposes in favor of library buckram. "As regards our older accumulations of leather or half leather bindings, it has not been our practice to use lubricants or other substances for the purpose of their questionable preservation." In Cleveland Public Library the better bindings are occasionally lubricated, and the results are found to be beneficial if the leather is a good grade of morocco. "Cowhide, roan, and buffing, disintegrate in from five to ten years, in spite of treatment. We are trying in a limited way a leather preservative, composed of equal

parts of lanolin and warmed neat's foot oil, rubbed in lightly with gauze. This is inexpensive, and seemingly effective." The same mixture is used in the Reference Department in New York, and occasionally castor oil is used in addition, particularly when a glossy finish is desired; at least one bindery assistant is working at this regularly. The Grosvenor Library reports that leather bindings in the genealogy department are occasionally treated with lubricants. Redlands, Calif., occasionally uses vaseline to soften and beautify the leather.

Grand Rapids reports that ordinary lard is sometimes used in very, very, small quantities, thoroughly rubbed in, and is found very good except that it readily attracts dust. Vaseline and olive oil are also used; the latter is found the better, but in the best grades is expensive.

Other libraries which report that leather bindings are occasionally treated with lubricants include Pratt Institute Free Library, at no regular intervals; Battle Creek, Mich., twice a year; and Hibbing, Minn., the University of Montana, and South Dakota State University, once a year. At Battle Creek the preservative which is used is composed of one pint of neat's foot oil and one teaspoonful of olive oil, well mixed, and applied with a small piece of absorbent cotton; surplus oil is wiped off the next day.

Care of manuscripts and rare books.—Apart from keeping the manuscripts and rare books in special glass cases or in vaults, very little information was contributed as to the care of such material. Among the few specific reports are the following:

In Boston special cabinets and files are used, and some manuscripts and rare books are covered with silk, and backed. Most books of this class are under glass or in enclosed alcoves. Tissue is never used. Occasionally, upon the first few leaves

of valuable old books and books that are much used, such as dictionaries, atlases, etc., crepe de chine is used. Much more of this is done on old documents and manuscripts.

In Cleveland, in binding rare books, if the original binding is typical of the period of the book it is preserved if possible. "Otherwise the book is bound in buckram of subdued color, or in high grade morocco if the value of the book justifies. Leaves that are in poor condition are mounted on crinoline before binding. If the paper is of good quality we sew through the fold unless the book is very flexible and the inner margins are deep. If in doubt we submit to a fine binder."

At Dartmouth manuscripts and rare books are kept in a vault. The manuscripts are mostly in a vertical file, each one in a paper folder, five or ten of the paper folders being enclosed in a stiff folder.

Duplication of missing pages.—The most usual method of supplying missing pages in a book is to typewrite them, from another copy, if the book seems sufficiently valuable to justify the time required. Several libraries report that not more than two or three pages, at most, will be typed, and some copy only title pages. Minneapolis reports that signatures are sometimes obtained from the publishers, but that missing pages are typed for about one hundred books a month; discarded copies of popular books are saved, and missing pages in other copies are supplied from them for approximately one hundred books a month. Several other libraries, including the University of Iowa and the public libraries of Brookline, Buffalo, Evansville, St. Paul, Seattle, Syracuse, and Washington, also report that pages are supplied from discarded copies whenever possible, and that pages are typed for some books. Several report that missing

pages are not supplied, and several others replace them only if the signatures can be obtained from the publishers.

Several of the large libraries report that photostatic or cameragraph copies are occasionally secured to replace missing pages, especially for reference books or books of considerable value. Among these are Brown University, University of Chicago, Dartmouth, University of Michigan, Princeton, and, among the public libraries, Boston, Cleveland, the Grosvenor Library, Indianapolis, the John Crerar Library, New York, Pittsburgh, and Washington. At the Carnegie Library of Pittsburgh practically all missing pages, including title pages, are made by photostat. Several others state that photostatic copies are obtained only for very rare books.

Instructions to shelvers.—Practice apparently differs greatly in regard to the care with which pages or shelvers are instructed in the proper treatment of books. Some give no instruction at all, and no admonitions until they are needed. Others caution them only on "the simplest and most obvious" principles of conveying books rapidly but safely from one point to another. Some apparently perceive a need for some instruction, but believe that every page has a natural style of delivery, and that it is better to correct glaring faults that may appear than to try to impose a different style. Thus one library reports that new pages are watched, and if their methods are incorrect their attention is called to the correct way; another gives no instructions, but warns the shelvers if they do not seem to be handling the books properly. Others apparently believe that none of the cardinal principles are so obvious that they need not be taught and stressed; one of these reports that dropping books is "emphatically discouraged." Among the more detailed warnings to the pages given in some libraries are: "Don't crowd on shelves; don't

pull out by the top; keep erect; stand on end, when possible, rather than on front edge; never pile up like a woodpile; never drop"; and "not to place on shelves or trucks in double-decker fashion; not to pile so high as to cause danger of toppling; use wire supports on shelves; be careful not to crowd books against supports; use care in loading trucks and moving them across sills; avoid shelving large books on front edges; place no weight on backs of books."

Decision in regard to treatment.—Practice differs so much in regard to responsibility for deciding whether books should be repaired, rebound, or discarded, that no concise classification of practice can be made. In the smaller libraries decisions are usually made by the librarian, or perhaps by an assistant under the librarian's supervision. In the larger libraries most decisions are made either by the head of the binding division, by the head of the department or branch to which the book belongs, or by the librarian. In a few libraries the head of the order department or the head of the catalog department makes the decision. The same differences are shown in regard to decisions concerning replacement of discarded books. The following reports illustrate various methods, differing more in details than in fundamentals.

In Cleveland the binding department indicates when a book can no longer be rebound or mended. The division heads in the main library and the branch librarians in the branches decide whether to discard. The last copy of a circulating title in a division of the main library can not be discarded without the approval of the head of the main library, and no reference book is discarded without the approval of the head of the reference division. The division heads initiate replacement orders, but these have to be approved both by the head of the main library and by the librarian.

In Indianapolis the head of the binding department decides when a book can not be rebound or repaired. Then the superintendent of branches determines, for branch books, whether they shall be discarded, and for books in the central library decision is made by the head of the department to which the book belongs. The same persons decide concerning replacement.

In Minneapolis the binder determines when a book is too worn for binding or for mending. Unnecessary duplicates are discarded by the superintendent of circulation. Decision on replacement is made by the superintendent of circulation, in consultation with the reference and order departments.

In St. Louis the supervisor of binding looks over books that have been sorted out for binding or discarding by the menders, who decide on books which may be mended. Discarding of duplicates is done by the head of the binding department and the branch librarian or department head. The library's last copy of a book may be discarded only by the librarian. Decisions on replacement are made by the librarian on recommendation of the branch librarian or the department head.

Few reports are made concerning systematic and regular examination of the central library's collections, for the purpose of weeding out books that are no longer needed. (For a report on weeding out of branch collections, see volume three, pages 134-36.) Many report that such withdrawals are made more or less systematically, at irregular times. Several have a central stock room, or a section of the stack, in which duplicates or books removed from the regular shelves are stored until they are again needed or are discarded. Cleveland reports that time is lacking, in all divisions, for any regular or systematic attention to "deadwood." The most that is done, as the shelves become crowded, is to re-

tire surplus or shabby copies or little used material from the more accessible shelves to the upper levels of the open stack. Because of lack of storage space in the old building, only very occasional removal from the shelves, of deadwood in good condition, was possible; in the new building it will be possible to do this more regularly and more often. In Indianapolis, deadwood is removed from the fiction shelves of the central library at the end of winter, when circulation diminishes; reclassification of the older books has thus far accomplished the removal of non-fiction that is not needed. Books in good condition, which are no longer paying for their room in branches, are sent to the central library once a year, and each branch, or other agency, is given opportunity to select any that seem useful. Books not thus selected by any agency are discarded.

In regard to discarding books, Wilmington, Del., reports: "Discarding books from the library is an exceedingly important piece of work. So far as the final copies of adult non-fiction are concerned, it has been done in this library only by the librarian. No special rule is followed, except the general principle that if there is any doubt as to the advisability of withdrawing a book, it is not withdrawn. Lack of circulation plays a very small part in the decision. Each book is a problem in itself. Very few books, if any, which are listed in any bibliography, are discarded. The head of the children's department is responsible for juvenile books, and the head of the circulation department for fiction."

II. BINDING

Collation of books.—An almost negligible number of public libraries, and only a very few of the college and university libraries, reported that all books are collated before they are sent to the binder. Many who so reported, on being

asked to verify the statement, either repudiated or modified their affirmative answers; many of the replies on this question were apparently made in a Pickwickian sense, or perhaps indicate that there is not absolute uniformity in understanding of the meaning of the term "collation." Among the public libraries which reported that all books are collated before binding are Concord, Mass., Jacksonville, Fla. ("with most minute attention to periodicals"), Pomona, Calif., and San Antonio, Tex. Among the college and university libraries are the University of North Carolina, the University of Pennsylvania, the University of Texas, and the University of Virginia. At Oberlin all books are collated both before they are sent to the binder and after their return.

In most of the libraries reporting, fiction, juvenile books, and ordinary books of non-fiction are usually not collated at all by the library, or are only very hastily examined. Reference books and periodicals are more frequently collated with care, but many report that periodicals either are not collated or are hastily examined for defects, or, in a few libraries, are collated only to ascertain that there are no missing numbers. Most of the libraries report that the binder is considered responsible for all collation, and is expected to return any books in which there are defects. Some, however, including Detroit, Grand Rapids, and Toledo, report that the binder is not responsible for any of the collation. In most cases the binder's responsibility is probably not of a financial nature, but means merely that he collates before binding, and is not expected to bind imperfect books.

Some of the individual reports illustrating slightly different forms of practice are as follows:

In Bridgeport only technical periodicals are collated when they are bound for the first time.

Cleveland reports that no books are collated except patent

office specifications, which are collated in the binding department; fine editions; and music when several scores are included in one volume; for other books a quick glance over the pages often reveals missing or imperfect parts. The binder is considered responsible for all books with the exception of those mentioned, and of books already rebound, oversewed, with sewing intact, which are not to be taken apart in rebinding.

Evansville collates no books except juveniles that are in bad condition, and books in fine editions. The binder is supposed to be responsible for all collation.

In Grand Rapids reference copies of periodicals are collated both before they are sent to the binder and on their return. Reference books, fine editions, and some miscellaneous non-fiction, depending on the value or character of the books, are collated before they are sent to be rebound.

Los Angeles reports that periodicals, reference books, fine editions, and all music, are collated before being rebound. The binder is not responsible for page collation of books, but is for magazines and newspapers.

New Haven reports that they formerly collated everything, but now only a few reference books and fine editions are collated.

Toledo reports that all books are collated except periodicals.

At Brown University a partial collation is made of periodicals, to make sure that no numbers are missing; reference books are collated if it appears that pages might be missing; fine editions are collated if necessary. The University of Chicago collates only periodicals, serials, continuations, etc. At Princeton only reference books and fine editions are collated, and at the State College of Washington only the more important reference books.

Rebinding more than once.—Most of the libraries re-

porting state that books are sometimes rebound more than once if they are in good enough condition to warrant it, or if they are books which can not be replaced. Most of the reports indicate, however, that ordinary books are very seldom rebound a second time. Boston reports that when books have been oversewed by machine, a second rebinding is sometimes impossible, but that valuable books bound in leather are rebound as long as they can stand it. Cleveland seldom rebinds more than once, except when the books were sewed through the fold in the first rebinding, and when the inner margins are deep enough to permit oversewing again, or in case of accident to the covers. St. Louis sometimes rebinds again if the book is out of print, or if the paper and print are better than publishers are now supplying; first editions, and old, rare, and valuable books are rebound again if necessary. Dayton estimates that about five per cent. of its adult and juvenile fiction are rebound more than once. Among the colleges most of the books which are rebound a second time are books which are out of print or rare. The University of Washington mentions also foreign books, if the need is immediate and the books are expensive.

Binding costs.—Very few libraries, the reports indicate, keep any statistics of the number of times books are issued after rebinding and of the average cost, per issue, of the binding. Cleveland reports that "the labor of obtaining such information is too great, and the result is too unreliable because of variation in the quality of paper used in books, in the quality of work of different binders, and in the use of books in large and small cities and in different parts of the same city." Grand Rapids likewise reports that it is very difficult to obtain reliable averages, because so much depends on the quality of the paper; in a large majority of their rebound books the paper is worn out before the binding. New

Haven reports that they have never tried to compute the ratio between cost of binding and number of issues; that books are usually discarded because they are dirty, and that more depends on the users of the books than on the binding.

Most of the estimates of cost, in relation to circulation, are stated in very general terms. Some of the most specific estimates received are as follows: Dayton reports that for adult fiction and for juvenile books, the cost for rebinding averages from one-fourth to one-half of one cent for each circulation. Hartford estimates that fiction costs one cent for each issue. Kansas City estimates that the approximate cost per issue, based on the average cost of binding, would not exceed one-half of one cent on juvenile books, or three-eighths of one cent on adult books. Minneapolis says that the only test they have made was on fiction, and that this test showed an average cost of about three-fourths of one cent. New York, Circulation Department, estimates an average cost of nine-tenths of one cent for adult books, and one and three-tenths cents for juvenile books.

Among the public libraries which report on the percentage of their entire appropriation which is spent for binding, the figures reported (many of which are estimates, rather than exact computations) vary from 2 to 8 per cent. A majority are between 4 and 6 per cent., and the average is a little more than 5 per cent. Estimates from the college and university libraries show a much wider variation. They are of very little, if any, significance, because of the many different forms of practice in regard to what items are covered in the library's appropriation, and in regard to the expenditures for departmental, seminar, and school collections.

Reinforced books.—A majority of the public libraries reporting state that they sometimes purchase books specially bound from sheets supplied by the publishers, or books in

bindings reinforced by the publishers. Many of these report that such purchases are made only occasionally, but several apparently buy reinforced copies of a large number of their books which will have hard usage. Some report that fiction titles, both new and old, are obtained in reinforced bindings to some extent; others buy some of the old fiction titles that are popular, but not new titles; juvenile books, however, are bought in this way more largely than adult books. A few libraries state that occasional titles of adult non-fiction, which seem certain to receive hard usage, are bought reinforced.

Many libraries state that publishers' reinforced bindings, or books bound from the sheets, wear until they are too soiled for further use, and some buy all of their juvenile books and much of their adult fiction in this form. Others are doubtful of the economy of such purchases, and some reports are unfavorable. Among the reports illustrating widely different policies, and different estimates of durability, are the following:

Baltimore: We do not buy new fiction in reinforced copies, as our effort is to get the new fiction titles into circulation within a few days after the date of publication, and we find this is impossible if they have to be reinforced first. We buy reinforced copies, on a large scale, for replacements of adult fiction, and for new titles and replacements of juvenile books, both fiction and non-fiction.

Birmingham: Almost all of our children's books and adult fiction are bought in reinforced bindings. The reinforced books last from ten to twenty times as long as the publishers' binding. Approximately 85 per cent. of the bindings last as long as the books are wanted.

Brooklyn: Books in publishers' binding average a circulation of twenty-one times before rebinding and seventy-nine

times after rebinding. Books bought in the sheets and specially bound average a circulation of eighty times.

Des Moines: Until recently we bought liberally of reinforced bindings, but have discontinued this practice in favor of reinforcing done in our bindery department, with a few books done by a local binder. The initial cost was from forty to forty-five cents more for each volume. Many such volumes wear out in these covers; some are rebound.

Evansville: Reinforced binding costs 25 per cent. more, but lasts about four times as long as the original binding.

Gary: The reinforced editions cost about forty cents more; adult books wear at least twice as long, and juvenile books three or four times as long.

Grand Rapids: We buy many duplicates and replacements of juvenile books, and some old titles of adult fiction, in reinforced binding. New adult fiction can not be obtained promptly enough in the special binding. Books so bound usually last the life of the paper without rebinding.

Knoxville: A $2 book from the jobber costs $1.50 and circulates 15 times. It is then rebound for 65 cents and circulates 120 times. The total cost is $2.15, and the total circulation is 135. A reinforced book costs at least $2 net and circulates approximately 75 times. It is then too worn and soiled to remain on the shelves. For 15 cents additional on the first book 50 additional circulations are secured.

Minneapolis: We occasionally buy juvenile books or new fiction titles in publishers' reinforced binding, but we do not make any large purchases. The reinforced books last much longer, but they get dirty and need refreshing before they actually need binding.

Newton, Mass.: As a rule the books in reinforced binding are not worth while. The cloth breaks too soon, or becomes dirty and ragged.

Rockford, Ill.: We have used reinforced books, but do not like them because the usual publishers' cloth wears out before the book, and looks ragged and disreputable while the sewing is still good. We now buy books resewed in buckram.

St. Louis estimates the cost of books specially bound from the sheets as 80 per cent. higher than for books in the publishers' binding. The specially bound books last many times longer. Some old titles of fiction and some juvenile books are bought in reinforced binding, but a larger number are resewed in the library's own bindery. For these books, the work is evaluated at 30 cents each for 8-inch books. Over 80 per cent. of the reinforced bindings last as long as the books are wanted, with repairing when needed. About 15 per cent. get new covers without resewing, and 15 per cent. are repaired with new backs.

Toledo: From our experiments we are not yet convinced that it is a good practice to buy reinforced bindings.

Only a few of the college and university libraries report that reinforced books are purchased. Brown University occasionally buys them for the Students' Library, or for reserve use in large classes. All books in "Everyman's Library" are bought in the reinforced "Library" edition at Brown, at the University of Chicago, and at Ohio Wesleyan University. Fiction is occasionally bought reinforced, by Bryn Mawr, Dartmouth, the University of North Carolina, and several others. The University of Minnesota occasionally, but seldom, buys in reinforced binding books that are needed for required reading or for replacements. The University of Pennsylvania reports that they believe in having books that will be much used, bound with extra strength at the outset, and that they buy in this way as many as possible of the books that are destined to be much used either because of popularity or because they are on required reading lists. "Often,

however, we are obliged to order in the regular binding, because we can not wait to be supplied with the special binding. With books specially bound from the sheets we figure that we add the cost of the first rebinding at the time of purchase. The first rebinding never comes, for the books wear until they are too dirty for further use."

Reprint editions.—A very large majority of the public libraries reporting state that reprint editions are purchased to some extent, and in most of these libraries, the reports seem to indicate, to a considerable extent. Several, including Boston and Brooklyn, state that they buy reprints only when the regular editions can not be obtained. Among the college and university libraries less than half of those of more than 100,000 volumes, and very few of the smaller libraries, report that reprints are purchased at all.

Most of the reports state that reprints are recased or rebound, when worn out, as other books are, if the paper is strong enough and the margins wide enough to warrant it, and if the pages are clean enough. A few libraries, however, including Des Moines, Detroit (except in the schools division), New Bedford, Northampton, Pittsburgh, and Utica, report that they are usually discarded, and if still needed are replaced by new copies, in preference to rebinding. Portland, Ore., reports that they are usually replaced, but that occasionally, when they have time, they recase the books before first issuing them. Several, including Atlanta and Syracuse, have all reprints resewed, before they are put into circulation. Baltimore buys reprints of all the more popular fiction titles, buying in resewed and reinforced bindings. They are bought in large quantities, so that the accessioning and shelf listing can be economically handled.

Bound periodicals.—In lettering bound volumes of periodicals a majority of both the public and the college libra-

ries report that they give first the title; then the series, if there has been more than one; then the volume number; and then the year. The chief exception to this order is the reversal, in some libraries, of the last two items, giving first the year and then the volume number. If the end of the volume does not coincide with the calendar year, or if the periodical comprises more than one volume in a year, the first and last months included in each volume are lettered on the back in all but a few libraries. Among the exceptions are Gary, Kansas City, Salt Lake City, Seattle, and Worcester, among the public libraries, and the University of Chicago (unless the volume is bound in two or more parts or the periodical has no volume numbers), Dartmouth, Northwestern University, Oberlin, and Princeton. Many variations are reported, however, in regard to order and form, and several report that they do not follow one style uniformly on all magazines.

The reports indicate an almost unanimous preference for Arabic numerals in marking the volume numbers on magazines. Only a very few report that Roman numerals are used, with the exception, mentioned by many of the large libraries, of continuations of sets where Roman numerals were used on the early volumes. Several report that they conform with the style which is used on the title page of the periodical.

In binding periodicals, a majority of the libraries reporting do not include the advertising pages unless these are paged as part of the text. Many of the large libraries, however, include the advertisements, even though they are paged separately, in a selected list of magazines, especially in technology and art. Some include them, either for all magazines or for a selected list, in one issue of each volume. A very few state that all advertising pages are included. Among these are Akron, Ohio, which says "our large rubber companies

look to us for records of their own advertising and that of their competitors"; East Orange; Houston; Memphis; and New York, Reference Department.

Among the libraries which report that certain magazines are selected, in which all advertising pages are bound, are Bridgeport, Brookline (when the advertisements are very much a part of the magazine, as in *House Beautiful*), the Grosvenor Library (in art magazines and some technical magazines), Detroit, Grand Rapids, Kansas City, Minneapolis, the Newberry Library, Pittsburgh, Portland, Ore. (technical), and Seattle (in art department), among the public libraries, and Cornell University, the University of Michigan (if the advertisements are important for information or for their technical or historical value), University of Minnesota, University of North Carolina (for certain art magazines), University of Texas, and the State College of Washington. At the University of Chicago the advertising pages of all periodicals are examined, and each case is decided in regard to the subject matter. The questions considered are: the class of periodical, its use, the department to which it is assigned, and the directions of the professors of the departments. Boston Public Library reports that its procedure is not uniform. "We bind all advertising pages of some magazines; none of some others; and of others, for one issue each year. The binding of advertisements is distributed, by agreement, among various Boston libraries."

Among the libraries which bind all advertising pages in one issue every year, either for certain selected magazines or for all magazines that are bound, are the following: Cleveland (one complete number of one representative periodical in each general class, electricity, engineering, etc., of technical magazines); Detroit; Hartford (the complete October number of all monthlies and the first October number of all

weeklies); Minneapolis (technical magazines); St. Louis (the last number of each volume bound for the reference departments); Seattle (for the technology department); and Washington (the last issue of each volume), among the public libraries; and Brown University (February); University of Iowa; University of Missouri; University of Texas; and Yale (January).

In 1925 the "C. L. A. Standard for Magazine Lettering" was adopted by the California Library Association. The purpose of this standard, as stated in the report of the committee by which it was formulated, is to establish a standard system of magazine lettering for libraries, in the belief that such a system "will in time effect an economy in the cost of binding magazines because of the simplicity of a standard system as compared with the present 'rub' method." The standard contains a list of more than one hundred of the periodicals which are most generally bound, for each of which are specified the title and line divisions; the trim size; the pattern group; and the type size for the title. The list "can be extended indefinitely to suit the requirements of any library, adhering so far as practicable to the exact wording of titles used in *Reader's Guide* or in Library of Congress entries." The trim sizes are given in eighths of an inch, one-quarter inch less in each case than the board size or book height. Six different pattern groups are specified, for different sizes from 8½" to 16", with one group for special subsizes unlike any of the others. The following rules cover the principal details of form, size, and arrangement of lettering:

Position and size of type for the standard pattern-groups are as follows:

VOLUME, in Arabic numerals, type size 20, placed 5 1/4" above the bottom of the book. Omit VOL.

MONTHS, in type size 14, placed 3 1/2" above the bottom of the

book. Use standard abbreviations and punctuation, as: JAN.-JUNE and JULY-DEC.

YEAR, in type size 18, placed 3″ above bottom of the book. Two years are to be indicated as follows: 1918-19.

ALL measurements are to be made to the TOP of the type.

LIBRARY IMPRINT to be placed at the *bottom* of the book.

OMIT all rules and all decoration of any kind.

If PART I (or 2) occurs in connection with volume number, put same in type size 14 just below, and spaced 3/16″ away from the volume numeral. Spell in full the word PART.

If PAGE numbers, or the word INDEX, or other unusual matter, be required on a volume, place same between library imprint and the YEAR.

On magazines of sub-size pattern A (those under 8 1/2″ board height) drop volume, month and year ONE INCH LOWER than in standard patterns B to F and begin title 6 5/8″ above bottom of volume.

TITLES in standard patterns B to F are placed as follows: B at 7 5/8″; C at 8 1/4″; D at 9 1/2″; E at 10 3/4″; F at 12 1/2″. All measurements are taken from the bottom of the book to the TOP of the FIRST LINE OF THE TITLE. Type sizes are shown in Column IV.

In TITLES such as "National Education Association Journal" and "American Library Association Bulletin," place the FINAL WORD (i. e. Journal, Bulletin, or Proceedings) in a size smaller type an appropriate distance (about one space) below the main title.

TYPE SIZES are numbered to conform with the accompanying print of faces and sizes. One type in its various sizes is to be used, rather than several different faces in combination.

TYPE FACES will of necessity vary with different binderies, but the SIZES are to be maintained to conform approximately with the sizes indicated; and all type on a given book is to be of the same face.

THIN VOLUMES of occasional occurrence in a set are to be lettered with type of an appropriately smaller size, or preferably with condensed type of the same standard height and face.

CHANGES IN HEIGHT of volume, if considerable, will necessitate altering the position of TITLE to conform with the appropriate

new pattern-group. But MINOR VARIATIONS IN HEIGHT will not affect the position of lettering, due to the fact that all position measurements are taken from the bottom of the volume.

Binding by contract.—In most of the libraries reporting, binding is apparently done on more or less definite agreement with the binder, but not on formal contract. In several of the larger libraries contracts are formally awarded, sometimes after obtaining bids. Among these reports are the following:

Chicago Public Library advertises for bids, according to specifications on the different grades of binding and quantity that the bidders can handle. Usually all the bidders come down to the lowest prices and the work is divided among them all.

Cleveland awards contracts based on specifications which follow closely the specifications for library and school book binding, prepared by the A.L.A. committee on book binding. The prices submitted are compared with those of other binders. Details of the work are agreed upon in conference.

In Dayton the binding is now done by contract, which covers the number and the sizes of books in each shipment; the color and quality of cloth desired; the size and amount of lettering on the books, and whether lettering shall be in gold leaf or in ink; and an agreement as to payment of freight charges.

In Indianapolis specifications are drawn up at the library and sent to the school board (which is also the library board). Bids are called for, and the contract is given to the lowest bidder who will do the work according to the required specifications.

In Los Angeles the specifications are advertised in a trade paper, and a contract is awarded to the lowest bidder for either one or two years. The specifications are practically

the same as those recommended by the A. L. A. in the latest edition of its handbook on binding.

Bids are called for also in Jersey City and in Somerville, although in Somerville orders are placed without a formal contract. Several others report that more or less formal contracts are made, without bids.

At the University of Iowa bids are invited and a contract is awarded by the state printer, usually for one year, although the last contract was for a period of three years. Bids are secured also at the University of Missouri. At the University of Washington all binding, in accordance with a state law, is done by the state's public printer. The University of California has a bindery in connection with the university's printing office, which handles all the library binding at cost. At the University of Chicago and at the University of Oregon the binding is done by the University Press.

Library binderies.—The following table gives the figures reported by libraries which have their own binderies, showing the number of full-time employes, the number of part-time employes, the total salary cost in the year covered by the report, the total maintenance cost, the estimated value of the equipment, and the number of books rebound in the library bindery in the year represented. All the reports are for the year 1924, or a fiscal year 1924-25, except Boston's, which covers the year 1926 because the bindery was in operation only eleven months in 1925. The figures given by New York cover only the reference department of that library, and therefore can not be compared with corresponding reports of other libraries, since all binding for the circulation department is done by outside binders. The value of the table for purposes of comparison is lessened by the inevitable differences, in reporting the number of books rebound, in regard to the inclusion of minor repairs, reinforcements, etc.

PUBLIC LIBRARY BINDERIES

Name	Full Time	Part Time	Salary Cost	Total Cost	Estimated value of equipment	Number Rebound
Boston	30		$52,583	$58,226	$20,000[a]	50,206
Detroit	28		42,014			33,000[a]
Kansas City..	10		11,741	14,353	12,000[a]	21,931
Minneapolis..	17	1	18,582	20,828	3,000	27,198 bound 19,929 mended 4,098 reinforced
New Orleans		8	3,200	3,500	400	5,600 recased 1,600 recased and resewed 7,500 mended
New York... (Ref. Dep't.)	52		57,500	69,300		48,500 bound 16,500 mended
Omaha	6	1	8,258	9,291		10,254
Pittsburgh ..	20		19,500		12,000	8,495 mag. bound 23,019 rebinds 43,533 finishings 11,149 miscel.
Portland, Ore.	8		10,759	16,526	2,350	27,968
St. Louis....	14		19,000	22,000	7,275	19,108 rebound 7,918 reinforced 1,649 new covers
Seattle	8		14,856	17,436	5,316	23,400
Wash., D. C.	5		7,480	9,000		5,620 rebound 17,442 recased and miscel.

[a] Approximate

III. BINDING MATERIALS AND METHODS

In most of the libraries reporting, buckram is the material which is most generally used for rebinding fiction, juvenile books, and a large part of the non-fiction of a general nature. Imperial morocco cloth, or some other binder's cloth, is reported by several as used on most fiction and juveniles, and on some non-fiction that is little used. Several place practically all of their books in half-leather binding, with buckram or imperial morocco cloth sides. For reference books that are much used, and for periodicals, a majority of those reporting use buckram, but many report the use of full leather or half-leather. In the binding of newspapers twenty-seven

different styles are reported by 119 libraries. A majority of these use either buckram, duck, or canvas. By the others, many different materials and combinations are reported: among many others are, principally, duck and canvas, duck and buckram, buckram and canvas, canvas and cloth. In the midst of so large an assortment of materials, a few reports from individual libraries give a better illustration of the materials most used than any composite report could give.

Boston reports that buckram is used for most fiction and juveniles; army duck and imported morocco, and some niger morocco, for most non-fiction, and duck or imported morocco for much-used reference books; duck for reference books that are seldom used and for most periodicals; heavy army duck, of which four different weights are used for different purposes, in binding very heavy periodicals; half heavy army duck, with ordinary canvas sides and reinforced corners, for binding newspapers. For rare books of value, half morocco is used if the original binding can not be repaired. For books with leather or duck backs, art canvas or library buckram is sometimes used for the sides, though full duck binding is more usually employed. Paper sides are sometimes used, with the corners reinforced, for books bound in half morocco. The boards used for the sides are ordinary pasteboard and medium grade tar board, in weights adapted to the size of the books.

Chicago reports that buckram is used for most fiction and juveniles, for most non-fiction, and for reference books, in single volumes, that are seldom used; for sets of reference books that are seldom used, morocco is usually employed, and either morocco or pig for reference books which are much used; pig is used for most periodicals that are much handled, and buckram for very heavy periodicals or octavo periodicals that are seldom used; newspapers are bound in full buckram. Full duck is used only for a few government documents. For

books with leather or duck backs, paper or lighter buckram is used on the sides.

Cleveland reports that buckram is generally used for fiction, juveniles, and most non-fiction, though some high-class or much-used books are bound in half morocco; reference books that are much used are generally bound in heavy high grade morocco; reference books that are seldom used and most periodicals are placed in buckram, for very heavy periodicals using split boards and strong joints; newspapers are bound in duck or buckram. Full duck is never used. For books with leather or duck backs, the sides are generally of imperial morocco cloth or winterbottom buckram. Paper sides are never used except on some rare or unusual books where a certain effect is desired, when fine lithograph paper is used to harmonize with the book.

The kinds of cloth and leather most used in Cleveland are library buckram, Bancroft, Interlaken, or Holliston, for general use; art vellum, for small, thin books; keratol, for cook books; half morocco, acid free, for books in constant use or books which the library wants to popularize; Levant or Persian morocco, for large and valuable books, with imperial morocco cloth or winterbottom buckram for the sides. Boards used for sides are from grade 18 to grade 30, according to the size of the book.

Detroit reports that buckram is in general use for all classes of books, except that leather or fabrikoid is used for some reference books that are much consulted; rare books are usually bound in leather, and newspapers in canvas. Vellum is used for some very light books, and sheepskin, calfskin, or pigskin for law books, fine art books, and reference books respectively. Number 15 and number 20 boards are used for periodicals and number 30 boards for fiction and non-fiction.

Indianapolis reports that most of its books are bound in

buckram. Some reference and non-fiction sets that were begun in leather are still bound in three-quarters leather. Newspapers are bound in three-quarters canvas, with buckram sides.

Kansas City reports buckram in general use for all classes of books, a heavy grade being used for reference books that are much handled. Some rare books are bound in leather; newspapers have an imitation leather back and corners, with marble paper sides. For the sides of books vellum, imitation leather, cloth, or marble paper is used.

Minneapolis reports that for fiction, juveniles, and most non-fiction, either buckram or canvas is sometimes used, but more commonly art vellum; for reference books and periodicals, either buckram or canvas, or duck for some periodicals that are much used. Newspapers are bound in full duck.

New York reports that about 75 per cent. of the binding for the Circulation Department is done in full library buckram. Paper sides are used only on certain pamphlets. In the Reference Department the very best grade of buckram is used almost entirely. Turkey morocco is used on sets, on a few periodicals, and on rare books. Newspapers are bound with heavy duck backs and buckram sides. Pittsburgh reports buckram in general use for all classes, except that juveniles are generally bound in vellum, and reference books that are seldom used, and rare books, in leather. Paper and vellum are used for the sides of books.

University of Chicago reports that buckram is used for most of its books, except that old and rare books, and reference books that are much handled, are put in three-quarters morocco, and newspapers and very heavy periodicals in three-quarters gray duck. Books bound in leather or duck have paper sides, which are used also for some board bindings in which are bound reports, bulletins, etc., that are seldom used,

or are of temporary value. Number 20 cloth board is generally used for sides.

University of Michigan reports that duck is used for most of the fiction, for some heavy reference books that are seldom used, and for very heavy periodicals. Duck or cloth is used for most non-fiction, but morocco is used for the best books; some reference books that are much used, if necessary to match sets, and some rare books, are put in morocco. Cloth sides are used on books bound in leather, and paper sides on books bound in duck.

Guarding of books.—A very few libraries report that all books are guarded, in binding, either on the end papers, and perhaps the fly leaves, or on the first and last sections complete. Several report that books with maps or heavy plates are guarded; or heavy reference books, books of special value, or old books in which the paper is brittle; or whenever for other reasons guarding seems desirable. Muslin, cambric, jaconet, or cotton cloth in some form, are the materials most generally used for guarding. In guarding illustrations, a few report that paper is used, although they use cloth for guarding end papers or fly leaves. The following reports are illustrative of various methods:

In Boston special reinforced end leaves are used in all the books; the covers of periodicals, if saved, are usually guarded. The material most used is sarsenet cambric or Berkeley cambric. In all large books, where the illustrations are on stock decidedly heavier than the book itself is printed on, they are guarded. Sometimes, if the plates are too heavy to sew and too light to guard, a strip is pasted on, and passed around a signature to sew through.

In Brooklyn valuable books of plates are reinforced, on the end papers and fly leaves, with jaconet. Illustrations are sometimes guarded, either with jaconet or with paper.

Grand Rapids reports that all books are guarded with label vellum, on the end papers and fly leaves. Illustrations are guarded only occasionally.

In Minneapolis all valuable books are guarded on the first and last sections, as well as the end papers and fly leaves, using tissue paper, bond paper, and cloth. Illustrations in valuable books are hinged, with tissue placed between the pages.

In St. Louis all end papers are guarded with Aldine vellum and Oxford book cloth, and all fly leaves with cambric. For music and books of plates the first and last sections are guarded with cambric.

Washington uses jaconet or linen for guarding the first and last sections of books composed of single leaves of heavy paper that can not be overcast. Illustrations, folded maps and plates, etc., are guarded with jaconet if the book is not overcast.

At the University of Iowa all rebound books are guarded on the end papers and fly leaves, and the end papers are sewed to the first and last sections. Jaconet or strong cambric is used.

Methods of sewing.—Only a few libraries reported concerning the extent to which overcast sewing is employed. Most of the reports state that practically all books are overcast. Chicago reports all except books with narrow margins, and rare books which are not to be trimmed; Cleveland says that all are oversewed unless the inner margins are very narrow, or the paper is of high grade, when they are often sewed through the fold; Evansville, Kansas City, and others, say that all books are overcast except newspapers, and Portland, Ore., and Wilmington, Del., all except music. A few, however, report that no overcasting is done.

With very few exceptions, the libraries of less than 100,000

volumes report that their overcast sewing is done entirely by hand. A machine is used, for a large part of the work if not for all, in the binding done for twenty-eight of the large public libraries, among sixty-one reporting, and for twelve college or university libraries, among thirty-five reporting. Atlanta, Birmingham, Northampton, and St. Louis, report that 90 per cent. of their work is done by machine. In Boston the oversewing machine is used for all ordinary books. Cleveland likewise reports the machine used for most work, though there is always some hand sewing, and a few books are sewed through the fold. Pittsburgh uses the machine for books up to 16 inches, and hand sewing for larger books. Seattle reports that the machine is used except when the margins are too small, and Worcester that hand sewing is done only on certain art books and other special work. Among the colleges, machine sewing is reported, for most or all of the work, by Brown, Bryn Mawr, University of Michigan, Northwestern, University of Oregon, and University of Texas, and by several others for part of their work.

Most of the reports state that linen thread is used for hand sewing, and cotton thread for the machine work. The Newberry Library reports that linen thread was formerly used for hand sewing, but that the cotton thread has been found much more satisfactory.

Very few make any report on the use of tapes or bands in overcasting. Cleveland reports that their use is practically obsolete, and Wilmington, Del., says that they give no additional strength if the book is properly bound in other respects. Several libraries, however, report that they are sometimes used, either on all hand sewed books, or for newspapers, periodicals, or other heavy volumes.

The stitching of sections lengthwise on a sewing machine is reported by very few libraries. Chicago, Indianapolis, the

John Crerar Library, and the Newberry Library report that it is done occasionally, but seldom. This method is reported also by Boston, for newspapers and some other large volumes; by Dayton, for some magazines; and by Detroit, for music. At Bryn Mawr College and at Northwestern University the first and last sections of all books are stitched lengthwise.

Approximately one-third of the large public libraries, and one-fifth of the large university or college libraries, report that books are sometimes sewed "two or three on," but most of them indicate that this is done only occasionally. Cleveland reports: "Sewing through the fold, of which sewing 'two or three on' is a detail used for signatures of less than eight leaves (sixteen pages), is practically obsolete except for books printed on high grade, not calendered paper, or for books with very narrow inner margins."

Many different kinds of material for backlining are mentioned: most frequently, flannel (both canton and outing), muslin, paper, stay cloth, canvas, duck, drilling, super, sateen, and felt board. Los Angeles reports that at different times they have used both canvas and drilling, but at present are using a material called The Elite backlining, a soft material, thinner than drilling.

A majority of the reports state that books are "cased in," when leather backs are used, instead of "lacing on." A few libraries, including Des Moines and St. Louis, use split boards. Salt Lake City reports that all magazines, and Minneapolis that all leather-back books, are "laced on." Several report that both methods are used.

With few exceptions, practically all books, in the libraries reporting, are bound with loose backs. Several state that tight backs are used for some books, according to the kind of material used and the class of books: thus Boston reports

that heavy reference books are bound with tight backs; Cedar Rapids uses loose backs for buckram books and tight backs for leather; Chicago, *per contra,* uses tight for buckram and loose for leather; in Minneapolis only newspapers are bound with tight backs. In Brooklyn, Evanston, University of Indiana, University of Montana, and University of North Dakota, all books are bound with tight backs.

The reports indicate that practice is rather evenly divided between use of the French joint and use of the regular joint. Many state that the French joint is used mainly, but not entirely. Several, including Grand Rapids, Northampton, Wilmington, Del., and the University of Minnesota, use it on all books, and several others, including Detroit, Kansas City, and Somerville, use only the regular joint. Boston and Indianapolis use the regular joint on books which have the covers laced on, and French joints when the covers are cased in.

Strengthening devices.—The following are the principal reports concerning devices used in binding heavy books, such as dictionaries, which will receive hard usage:

Boston: A special lining with two sarsenet straps in the end paper is sewed to the book. In some cases split boards are used.

Kansas City: Such books are occasionally hand sewed on tape, with extra heavy joint and backlining material, in covers of heavy library buckram, usually with tight back.

University of Minnesota: Books are sewed on tape and reinforced with muslin strips. Heavy stay cloth is used for lining on all but small books. Tape sewing is used only on heavy volumes with "blank book" sewing.

New York, Reference Department: All heavy books are bound with split boards. Front and back sections are mounted between sheets of Japanese tissue.

Seattle: After the book is rounded and backed, a strip of ten-ounce duck is cut, the length and twice the width of the back. This strip is glued to the back, leaving an equal amount of flap on each side. "Sew through the first two sections on the front and the back of the book, cut flap to back of book one inch from each end, and paste one-inch flap to the fly leaf. Turn the remainder of the duck over the back of the book, and fasten spring back to it."

In many libraries certain books which will receive hard usage are reinforced, when new. The method most generally reported is to cover the end sections with Japanese tissue, crinoline, or some similar material. Thus, in Cleveland, the first ten or twenty leaves in front of the book are removed and mounted on crinoline, which is placed on the pages with even numbers; the leaves are oversewed to the adjoining sections, and the cover is replaced with a strong joint. In New York, Reference Department, the end sections and other special pages of extra-large reference books are sometimes mounted with Japanese tissue and rebound more strongly than the original binding. In St. Louis the first forty pages of some directories and other much used books are mounted on Japanese paper, oversewn, and lined up strongly with reinforced ends. Several use gauze, one uses transparent silk, and one university reports the unsuccessful use of gummed tape. Sometimes the cloth or tissue is put only on one side of the page, and sometimes on both sides. In most of the libraries which report some method of reinforcement the books are so treated when new, but a few do not do it until the pages begin to roll.

Headbands.—In most of the libraries reporting headbands are used only on special reference books; where fine bindings are desired; or in matching sets. Their more general use is reported by only a few. Buffalo uses them to a very limited

extent on a few books; Worcester only on bound magazines. Among some which report that they are always used are the John Crerar Library, the Newberry Library, the University of Iowa, Northwestern University, and the University of Washington.

Music.—Buckram is the material most generally used, in binding music, in a majority of the public libraries reporting and in approximately half of the college and university libraries. Only a few, however, report one kind of material used exclusively; among many others used are fabrikoid, art vellum, keratol, canvas, and half morocco. Most of the libraries apparently have music sewed by hand, but several, including Cincinnati and Seattle, report the use of the oversewing machine. A majority of the reports state that tapes are used, but some sew through the fold. The University of Iowa reports that the leaves are scored and oversewed unless the margins are too small, in which case the book is sewed through on tapes. In Cleveland, the sheets are sewed through the fold unless the paper is very poor; in rebinding, the sections are scored, to insure flat opening, and the book is oversewed; large volumes are bound in buckram, and small, thin volumes in art vellum, using the front cover on new binding.

IV. REPAIR WORK

Many of the reports in regard to the kinds of mending that are undertaken are too vague, and others show too many variations of principles which are much the same, to make possible any concise summary of practice in all the libraries reporting. Many report that very little repairing is done, apart from tipping in loose leaves and mending torn pages. Flint, Mich., for instance, says: "Our policy is to send to the bindery whenever the back is loose. Loose plates and

leaves, in a book which is otherwise sound, may be mended." Knoxville reports: "We consider it poor economy to do any except elementary repair work in the library."

Many others report that very little repair work is done in books which can later be rebound. Thus Evansville says: "A book that will eventually be bound is mended very little. A book that has been bound or that never will be bound again is mended to the limit. Every spring, when the school libraries are carefully gone over, several hundred books are recased at the library by professionals who come in from outside. At other seasons books needing recasing are sent to the bindery." Indianapolis reports: "We do not mend books that can be rebound. We mend torn pages, tip in loose leaves, etc., but if the sewing is broken the book is sent to the binder. A few books that can not be rebound are recased at the library. We reback a great many books, mostly those which have been rebound in one-half or three-quarters morocco, and a few juvenile readers, if the sewing is good. All the assistants have had special training, and are able to do all ordinary mending. Special mending such as rebacking, recasing, and covering pages with crinoline and Japanese tissue to reinforce them, is given to those who do the work best. We never use gummed materials on books that are to be rebound later." Jacksonville, Fla., reports that they have given up repairing, with the exception of replacing loose leaves, in any books that can later be rebound, for the reason that other work was unsatisfactory and made rebinding difficult.

Similar reports, among many others, are as follows: "We do extensive mending when books can not be rebound, but otherwise make only slight repairs" *(Bridgeport)*; "torn leaves, loose leaves and plates, and broken hinges, comprise most of our mending; 'shaky books' and books with broken

backs are sent to the binder" *(New Haven)*; "only simple mending is done, that will not interfere with binding" *(Seattle)*; "no mending is done that will interfere with the subsequent binding of a book; no gummed paper or cloth is used, but only the best of tissue and typewriter paper and paste" *(Syracuse)*. Among similar reports from many college or university libraries are the following: "Mending is done by student help; they do not attempt difficult work, for it is cheaper and better to rebind" *(Colgate)*; "not much mending is done, apart from torn pages, loose plates, etc.; books are freely replaced and rebound" *(Dartmouth)*; "only simple mending is done, which can be easily taught to an inexperienced girl" *(Vassar)*.

Many libraries report that books are sometimes recased at the library, if both the sewing and the covers are still in good condition, or are recovered if the covers are badly worn but the sewing is good. Recasing, especially, is apparently done to a considerable extent in many, especially among the public libraries. The liberal use of the "Toronto method" is reported by many, especially among the small and medium-size libraries. Several report that books are sometimes recased even when the sewing is poor: among others, Hartford (sometimes, if the book is very thin); Queens Borough, N. Y. (only thin books or very old books); and Rochester (only when the book is small enough to be resewn by one of the staff).

Other forms of repair work most frequently reported are rebacking, replacing loose hinges with new, inserting new end leaves, and various methods of reinforcing as described above (page 179). Among the most specific reports are the following:

Berkeley: Books are not mended if binding is needed or will be needed soon, and books that will be rebound in the

future are mended carefully, in order not to make rebinding difficult. Books that will not be rebound are mended for durability. Books are not mended if less than twelve circulations can be expected. Among the forms of repair work undertaken are: reinforcing end sections, by the use at the joints of paper strips, cloth strips, and hinges; tightening loose sections by catching threads at the middle of sections and knotting them together; paste and glue are used for securing the book firmly to the back; books so mended circulate from twelve to thirty times.

Cleveland: If the sewing is firm in books we tip in loose leaves and mend torn pages; if loose between sections, we usually rebind, and also if the back of the cover is broken, if the sides are defaced, or the lettering on the book is worn off. Books are sometimes recovered, if they were rebound with oversewing and the pages are fairly clean. This is seldom practical for books still in the publishers' sewing. Where books oversewed in rebinding are in fair condition, but the backs are shabby and the lettering is dim, new backs of art vellum are put on to harmonize, and are lettered, either with type in gold; or with labels, typed on tinted light weight paper, trimmed slightly narrower than the back of the book and securely pasted; or in black or white carbon, or with ink. This is done for older titles, rebound in buckram, one-half cowhide, or one-half pigskin. Where "easy books" are stitched through the back, loosened threads are drawn up, a linen thread is tied to the broken end, the loosened part is resewed, and the thread securely tied. A strip of bright art vellum is put on the back, extending ½" over the side, and is lettered by hand with black or white ink.

Kansas City: Repair work such as reinforcing joints with strips of muslin or cambric, mending torn pages with onion

skin or tissue paper, inserting loose sections with "Success" binder, etc., serves temporary purposes satisfactorily.

Los Angeles: The head of the book binding department determines what kinds of mending shall be done. The mending is done by special assistants, called book repairers, who have been trained for this work. We mend illustrations and maps, sew in loose sections, put on backs and sides if necessary, and reinforce hinges and weak sections of new fiction before it goes on the shelves. In repairing a volume, we first look through the book for loose leaves or sections. If there are such, we tip them in or guard them with onion skin. Next, the torn leaves are mended with strips of glazed onion skin paper and book binder's paste. If new end sheets are needed they are pasted in. If the outside of the book is in good condition, but very dirty, we wash the cover with a sponge, dipped in water to which a little of the paste has been added, and squeezed out very dry. If the cover is torn, and the inside of the book is in fairly good condition, we put on an entire new cover; if it needs only a new back or new side covers they are put on, with book cloth. We rebind books as soon as they begin to show signs of being loose in the sewing or broken from the original covers, but after they have been rebound we mend to the last degree, and discard only when they have become very dirty or mutilated or when pages are missing.

Chapter IV

LIBRARY BUILDINGS AND EQUIPMENT

The *Survey's* questionnaire included a large number of very detailed questions on library buildings, and on stacks and other equipment. These questions were asked with the hope of obtaining information, some of which might be interesting historically, as illustrating tendencies prevailing at different periods, and with the hope that some of the information might be of practical value. Much of the information which was received is of less significance than had been hoped, partly because the total number of replies represents only a very small proportion of the whole number of library buildings; partly because many of the replies were not sufficiently explicit to reveal the significance which may actually be attached to certain facts; and partly because on very few points is it possible to discover any one tendency predominating at any one time.

In preparing the following summaries of different questions pertaining to library buildings and equipment, it has been endeavored to present everything contained in the replies to the questionnaire which may possibly have value either historically or for practical purposes. It will be seen, however, that the most conspicuous fact is the great lack of uniformity, and the extremely wide range of variation in practice on many different points. There is no one problem concerning which it is possible to say, from the information at hand, that a certain style or a certain practice predominated in one period of our library history, or that a certain style or practice predominates today.

Dates of erection.—The following tables show the number of library buildings, of those reported on, which were erected in each decade, beginning with 1871.

1871-1880

Public Libraries

Connecticut	2
Georgia	1
Maine	1
Massachusetts	4
New York	2
Ohio	3
Vermont	1
	14

College Libraries

New York	1
Pennsylvania	1
Virginia	1
	3

1881-1890

Public Libraries

California	2
Connecticut	1
Illinois	4
Iowa	1
Maine	4
Maryland	1
Massachusetts	14
Michigan	2
Minnesota	1
New Hampshire	3
New York	4
Ohio	4
Pennsylvania	2
Tennessee	1
Vermont	4
Wisconsin	1
	49

College Libraries

Indiana	1
Kansas	1
Michigan	1
New Hampshire	1
New York	1
Pennsylvania	1
Vermont	1
	7

1891-1900

Public Libraries

Arkansas	1
California	2
Connecticut	12
Illinois	12
Indiana	1
Iowa	5
Maine	6
Massachusetts	19
Michigan	2
Minnesota	3
Missouri	1
Nebraska	1
New Hampshire	10
New Jersey	3
New York	14
Ohio	1
Oklahoma	1
Pennsylvania	5
Rhode Island	2
Texas	1
Vermont	5
Wisconsin	3
	110

College Libraries

Colorado	1
Illinois	3
Kentucky	1
Minnesota	1
New York	2
Ohio	3
Pennsylvania	2
Vermont	1
	14

1901-1910

Public Libraries

Alabama	1
California	40

Colorado	6
Connecticut	4
Florida	1
Georgia	4
Idaho	3
Illinois	57
Indiana	21
Iowa	51
Kansas	16
Kentucky	4
Louisiana	2
Maine	12
Massachusetts	22
Michigan	21
Minnesota	21
Missouri	5
Montana	6
Nebraska	6
New Hampshire	9
New Jersey	7
New York	29
North Carolina	3
North Dakota	3
Ohio	25
Oklahoma	6
Oregon	1
Pennsylvania	6
Rhode Island	1
South Dakota	7
Tennessee	2
Texas	7
Utah	3
Vermont	4
Washington	7
Washington, D. C.	1
West Virginia	1
Wisconsin	26
	451

College Libraries

Alabama	2
California	2
Colorado	2
Georgia	2
Illinois	1
Indiana	2
Iowa	5
Kansas	2
Kentucky	2
Louisiana	1
Maryland	2
Maine	2
Massachusetts	5
Michigan	1
Missouri	2
Nebraska	1
New Hampshire	1
New York	2
North Carolina	3
North Dakota	2
Ohio	5
Pennsylvania	5
Rhode Island	1
South Carolina	1
South Dakota	1
Tennessee	1
Virginia	2
Vermont	1
Washington	1
West Virginia	1
Wisconsin	3
	64

1911-1920

Public Libraries

Alabama	1
Arkansas	1
California	7
Colorado	1
Connecticut	4
Florida	1
Georgia	4
Idaho	1
Illinois	21
Indiana	19
Iowa	11
Kansas	5
Maine	4
Massachusetts	12
Michigan	6
Minnesota	8
Mississippi	2
Missouri	6
Montana	1
Nebraska	3
New Hampshire	1

New Jersey	2
New Mexico	1
New York	11
North Dakota	1
Ohio	11
Oklahoma	9
Oregon	2
Pennsylvania	3
Rhode Island	1
South Dakota	1
Tennessee	1
Texas	2
Utah	1
Vermont	2
Washington	5
Wisconsin	9
	181

College Libraries

California	1
Florida	1
Illinois	4
Indiana	1
Iowa	1
Kentucky	1
Massachusetts	2
Michigan	1
Minnesota	1
Mississippi	1
Missouri	1
New York	2
Ohio	2
Oklahoma	3
Oregon	1
South Dakota	1
Tennessee	1
Texas	1
	26

1921-1925

Public Libraries

Colorado	1
Delaware	1
Florida	2
Illinois	1
Indiana	1
Massachusetts	1
Michigan	2
Minnesota	1
New Jersey	1
New York	5
North Carolina	1
Ohio	2
Oklahoma	3
Pennsylvania	2
Tennessee	1
Texas	1
Vermont	1
Virginia	1
	28

College Libraries

Alabama	1
Connecticut	1
Illinois	1
Iowa	1
Minnesota	1
Montana	1
Nebraska	1
North Carolina	2
Ohio	1
Oklahoma	1
Washington, D. C.	1
Wyoming	1
	13

The replies from the libraries included in the foregoing tables were carefully studied, with a view to bringing out all facts of evident significance. The following summaries represent the principal facts that could be gathered from the replies, concerning the shape of the buildings; the number of stories; the materials used; the present condition of

the buildings in regard to adequacy of space; and the nature of the section in which the buildings were located.

Shape of buildings.—Of fifty-two public library buildings in the larger cities, erected between 1871 and 1925, all but thirteen are reported as rectangular. Of the thirteen exceptions, six libraries (Grand Rapids, Louisville, New Orleans, Oakland, Sacramento, and Syracuse) describe their buildings as T shape; St. Paul, as L shape; Enoch Pratt Free Library, Baltimore, as H shape; Chicago, as "E shape without the tongue"; Dayton, as cruciform; and three (Buffalo, the Forbes Library in Northampton, and Toledo) as "irregular." In the smaller cities, 449 buildings among 578 reported on (78 per cent.) are reported as rectangular, and nearly all of the others are reported as T shape. The T shape building in most cases apparently takes its name from the projection of the stack at the rear of the building. A few buildings are reported as irregular, several as semi-circular, and one as U shape.

Among the college library buildings reported on, as among the public libraries, the rectangular form predominates. Two-thirds of the whole number (79 among 120) are reported as rectangular, and all but a very few of the remainder are described as T shape. A semi-circular building is reported by Lehigh; cruciform by Cornell; a hollow square by Brown; L shape by Indiana; and H shape by North Carolina State College of Agriculture and Engineering.

Number of stories.—Of the large public libraries from which reports were received, built between 1871 and 1925, approximately half (24 out of 52) have three stories, and approximately one-third have two stories. Among several which have only one story are Toledo (except at one end, where there are two stories), built in 1890; the Grosvenor

Library, built in 1897; and Riverside, built in 1902. Only six libraries report buildings with more than three stories: Cincinnati, built in 1874, four stories; Jersey City, built in 1900, four stories; St. Paul, built in 1917, four stories; Chicago Public Library, built in 1897, and the Newberry Library, built in 1893, each with five stories; Cleveland, built in 1925, with six stories; and the John Crerar Library, built in 1921, with fifteen stories, of which the library occupies several floors.

Among the smaller public libraries, buildings of more than three stories are reported by none, and only a few (Concord, Mass.; Dallas, Tex.; Kalamazoo, Mich.; Galesburg, Ill.; the Reynolds Library in Rochester; and St. Joseph, Mo.) report more than two. More than half of the whole number of medium-size libraries have two stories, and nearly half have only one story; among the very small libraries the division was approximately equal between one and two stories, until the decade beginning in 1901, since which year approximately two-thirds of the small buildings have had only one story.

Of 120 college or university library buildings reported on, built between 1871 and 1925, 70 were of two stories and 26 were of three stories. Only four are reported, with more than three stories: University of Michigan, built in 1920, and Oberlin College, built in 1908, with four stories; University of California, built in 1911, with five; and Cornell, built in 1891, with eight. Among the one-story buildings reported are Colorado College, University of Kentucky, Mount Holyoke, and North Dakota Agricultural College.

Material of buildings.—Of 804 public libraries erected between 1871 and 1925, 448 were built of brick; 122 of brick with stone trimming; 173 of stone; 11 of marble; 19 of wood; 19 of concrete; and 12 of hollow tile, marble and

brick, marble and stone, or other materials. The following table gives the five principal materials used in the different decades, for all the public libraries reporting:

	Marble	Stone	Brick	Brick and Stone	Concrete	Wood	Total
1871-1880		1	7	3		3	14
1881-1890	1	17	17	9		2	46
1891-1900	2	25	53	23		3	106
1901-1910	2	106	236	67	11	6	428
1911-1920	3	19	125	17	7	2	173
1921-1925	3	5	10	3	1	3	25
	11	173	448	122	19	19	792

The following table shows the principal materials used during the different periods in the college and university library buildings on which reports were received:

	Stone	Brick	Stone & Brick	Concrete	Total
1871-1880	2	1			3
1881-1890	4	2	1		7
1891-1900	7	3			10
1901-1910	14	23	16	2	55
1911-1920	9	12	4	1	26
1921-1925	4	5	3		12
	40	46	24	3	113

This table does not include the materials reported by only one library: among others, marble (Brown University); marble and composition (Middlebury); marble and brick (Tufts); marble and stone (Union College); stucco (Pomona); brick over concrete (University of Montana).

Condition of building.—The following table summarizes the reports from 757 public libraries concerning the present condition of their buildings in regard to capacity:

Badly crowded	171
Capacity nearly reached	196
Room for less than five years	39
Room for more than five years	351

Many of the buildings of recent years are reported as

crowded, in one or more respects, or as nearly filled, but a majority of the buildings erected since 1911 are said to have room for at least five years more of growth.

All but four of the college libraries reporting, which occupy buildings erected before 1901, are either filled to capacity or badly crowded. Of sixty-three buildings erected between 1901 and 1910, all but twenty-one are filled or badly crowded. Of thirty-six erected since 1910, eleven are reported badly crowded or filled to capacity.

Location of building.—Of 725 public libraries reporting on the location of their buildings, 243 were in secondary business districts, 235 in main business districts, 235 in residence districts, and 12 in civic centers or locations hard to classify, such as public parks or village centers. The relation between the locations chosen in different decades is shown, for the three principal locations, by the following table:

	1871-80	1881-90	1891-1900	1901-10	1911-20	1921-25	Total
Main business	5	17	36	114	52	11	235
Secondary "	4	13	23	149	45	9	243
Residence	5	16	43	110	53	8	235

A study of the reports shows little variation between the large libraries and the small; only a slightly lower percentage of the small libraries than of the libraries in larger cities are in the business district, rather than in purely residential sections.

BOOK STACKS

Stack dimensions.—In the public libraries built between 1871 and 1925, from which reports were received concerning the dimensions of the book stack, the height between stack floors varied from a minimum of 6′ 7″ (reported by Gary, built in 1912) to a maximum of 12′ 6″ (reported for some parts of the stack by Detroit, built in 1921).

For the entire period, the general average is approximately 7′ 6″. However, the figures reported by the libraries which have most recently erected new buildings, make it impossible to accept this as a universally accepted standard height. Cleveland, for the new building of 1925, reports a height of 7′ 6″ for the new storage stack; Detroit (1921) reports a variation from 7′ to 12′ 6″; Wilmington, Del. (1923), a variation from 7′ 2″ to 8′ 3″.

Among the college and university libraries reporting, the variation is from 7′ to 8′ 6″. Of twenty libraries reporting, however, fifteen have 7′ 6″ between floors; three have 7′; one reports 8′; and one, 8′ 6″.

The reports from public libraries concerning width of aisles between stacks show a variation from 2′ 2″ to 4′ 3″. Of thirteen libraries built between 1901 and 1910, seven report aisles of 3′ or more; of fourteen built between 1911 and 1920, only four have aisles of 3′ or more. Those built since 1920 are: the John Crerar Library, 2′ 6″; Detroit, 3′ and 4′ 4″; Wilmington, 2′ 6″ and 3′; Cleveland, 2′ 6″ and 3′. The variation in the different decades is as follows: 1874 to 1890, from 2′ 2″ to 2′ 6″; 1891 to 1900, from 2′ 6″ to 3′ 7″; 1901 to 1910, from 2′ 4″ to 4′ 3″; 1911 to 1920, from 2′ 3″ to 3′ 3″; 1921 to 1925, from 2′ 6″ to 3′.

Among the college and university libraries reporting, the variation is from 23″ (reported by Wellesley, built in 1910), to 4′ 6″ (reported by the University of Michigan, built in 1920). In sixteen other libraries, the width is reported by eight as between 2′ 6″ and 3′; by seven as between 3′ and 3′ 6″; and by one as 3′ 11″.

More than half of the public libraries reporting (25 out of 40) have shelves 3′ in length. In the others, the variation is from 22½″ (Boston) and 2′ (Baltimore), to 3′ 5″

(Brookline) and 3′ 6″ (New Haven and Somerville). Among twenty college libraries reporting the variation is from 2′ 6″ (Bryn Mawr) to 3′ 3″ (Notre Dame); a length of 3′ is reported by fourteen of the twenty libraries.

With the exception of Indianapolis, which reports some shelves of 7″ in depth, no public library built later than 1909 reports shelves less than 8″ deep. New York, built in 1911, has no shelves less than 9″, and Detroit, built in 1921, has practically nothing but 9″ shelves. Several of the earlier libraries report shelving of 6″, as in Peoria and Pittsburgh; 7″, as in San Diego and Seattle; or 7½″, as in Berkeley, Grand Rapids, and Jersey City.

Of twenty college libraries reporting, only four have shelves less than 8″ deep: Notre Dame, 6″; University of Indiana and Washington University, 7″; and Bryn Mawr, 7½″. Amherst, the University of Michigan, and the University of Missouri, have 9″ shelving, and the University of Chicago, 10″ on an average.

Extra-wide shelves are provided by many libraries, either for the bottom shelves or in certain sections of the stack, for the shelving of over-size books. New York reports some shelves of 12″ and some of 30″; St. Louis and the University of Michigan, some of 12″; Indianapolis, some of 20″; Cleveland, from 10″ to 30″; St. Paul, from 16″ to 42″; and many others report depths varying from 12″ to 24″ or more. In all but one of the libraries reporting the extra-wide shelves are movable. In a few buildings the extra-wide shelves are equipped with rollers. Cleveland has six hundred adjustable shelves in the fine arts and general reference sections and three hundred shelves in the newspaper section, thus equipped. Roller shelving is reported also by Chicago, Des Moines, Jersey City, and others, for newspaper stacks, and by Detroit, Minneapolis, and St. Louis,

for art books. The John Crerar Library states that roller shelving was given up as it was too hard on the bindings.

Stack flooring.—Between 1871 and 1890, three different kinds of material were used for stack flooring, above the first floor, in three libraries from which reports were received: Baltimore, wood; Cincinnati, iron; and Dayton, wood and glass. Of twelve libraries built between 1891 and 1900, nine had glass flooring, and the others used steel, concrete, or other materials. Between 1901 and 1910 most of the libraries reporting used glass, and one used both marble and glass. Between 1911 and 1920 only six out of fourteen used glass; six used marble; and two used concrete. That the course of these decades has produced no uniformity in this respect is indicated by the fact that of four public libraries built between 1921 and 1925, the John Crerar Library has cement floors; Wilmington, marble; Detroit, glass; and Cleveland, steel in some and glass in others.

Similar variety is shown by the college and university buildings on which reports were received. Between 1901 and 1910, six used glass; one, marble; and one, concrete. Between 1911 and 1920, four used glass and four used marble. The University of Chicago has some glass floors, some slate, and some marble, and reports that slate has been found less noisy than glass.

BRANCH BUILDINGS

The earliest public library branch building, the cost and the capacity of which were reported, was built in 1896. The following table shows the number of buildings reported on, built between 1896 and 1925, for which cost and capacity figures were given, showing the number of branches in each year, the total cost, and the total capacity in volumes of these buildings, and the average cost per thousand volumes.

Year	No. of Branches Reported on	Total Cost	Total Capacity	Average Cost per M Volumes
1896	1	$ 55,000	20,102	$2,736
1898	2	91,130	56,347	1,617
1899	3	85,870	74,696	1,149
1900	2	61,281	29,353	2,087
1901	1	16,580	16,000	1,036
1902	1	25,000	15,000	1,666
1904	8	622,268	159,432	3,903
1905	9	954,760	259,428	3,680
1906	14	726,259	256,021	2,836
1907	8	393,700	128,366	3,067
1908	16	829,118	248,406	3,337
1909	7	251,169	90,402	2,778
1910	9	506,578	138,541	3,656
1911	8	274,012	118,788	2,306
1912	13	337,185	160,549	2,100
1913	17	546,084	174,343	3,131
1914	19	750,742	231,223	3,246
1915	11	292,100	110,600	2,641
1916	6	202,216	85,517	2,364
1917	13	317,610	130,808	2,428
1918	10	268,764	119,131	2,256
1919	4	60,198	30,862	1,950
1920	5	493,522	92,781	5,319
1921	8	393,464	100,464	3,916
1922	11	523,587	155,230	3,372
1923	11	416,938	154,668	2,695
1924	9	477,320	252,500	1,890
1925	11	714,800	236,500	3,022

General averages computed on the basis of the foregoing table, either for any one year or decade or for the whole period, would be of very questionable worth. The relation between cost and capacity can not be accounted for without much further knowledge of all the features pertaining to the construction of the buildings than is made available by the data at hand. To illustrate this variation: in 1907 a branch in St. Louis, built of brick, capacity 15,000 volumes, cost $81,576; a branch in St. Joseph, built of brick, capacity 15,000 volumes, cost $27,500. In 1908 one branch in Louisville, capacity 10,000 volumes, cost $40,818; another branch

in the same city, built of the same material, capacity 15,000 volumes, cost $40,759. In 1912 a branch in Indianapolis, built of brick, capacity 10,000 volumes, cost $20,000; a branch in Cincinnati, built of brick, capacity 10,200 volumes, cost $39,000. In 1925 a branch in Grand Rapids, built of brick, capacity 100,000 volumes or more, cost $180,000; a branch in Washington, D. C., built of limestone, capacity 50,000 volumes, cost $200,000.

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VOLS. I-IV

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Citations of individual libraries are entered under specific headings, under the names of the libraries, so far as seemed feasible, but the less important citations are grouped under more general headings. The heading "administrative" is used for many brief citations, purely illustrative in nature, which could not be readily classified otherwise.

The index does not include references under the names of libraries for the special problems of classification (volume IV, pages 18-57), or for the citations in connection with binding and repair, buildings, and equipment (volume IV, chapters III and IV).

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